OPEN SYSTEMS® Accounting Software

Sales Order
User's Manual

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This document has been prepared to conform to the current release version of OPEN SYSTEMS Accounting Software. Because of our extensive development efforts and our desire to further improve and enhance the software, inconsistencies may exist between the software and the documentation in some instances. Call your customer support representative if you encounter an inconsistency.

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General Information

The OPEN SYSTEMS Accounting Software (OSAS™) product line consists of several accounting applications. Each application addresses a different phase of your financial operations; together, they form a powerful accounting solution to your daily and periodic accounting needs.

Customer Support

Open Systems has a strong commitment to customer service and product quality. If you have difficulty in using Open Systems products, consult the user's manual and other OSAS reference materials. If you need more information, consult a customer support representative.

The Structure of OSAS

Resource Manager

The Resource Manager application is the foundation or shell of OSAS; it provides the operating environment that holds the other applications. To use OSAS, you must run Resource Manager through an operating system based on Microsoft® Windows™, Windows 95®, Windows NT®, UNIX®, or Novell® NetWare®. OSAS operates on LAN systems, across a web server using the OSAS Web program, and within a single computer. After you install Resource Manager, you can use it to install other applications, modify how each application works, and specify how the overall system operates.

Base applications

Base applications are designed and produced with the largest possible number of industries in mind. They are most effective when you interface them with each other. Base applications are usually named after common accounting operations. Examples are Payroll, Inventory, Accounts Payable, Purchase Order, Accounts Receivable, Sales Order, and General Ledger.

The Sales Order System

Use the Sales Order system to account for orders you take from customers. Sales Order encompasses the capabilities of Accounts Receivable; you can record sales you made to customers and orders that have not been paid. Sales Order lends its tracking capabilities to other applications associated with tracking assets (Inventory, for example).

Sales Order represents an asset; when you take orders from customers, the orders (when goods are received and invoices are applied) are expressed as gains to your source of revenue and losses to the assets the customers bought. For example, when you sell goods for an order for inventory items, the order represents a loss to inventory; when you apply invoices to the order, it represents a gain to your capital.

Menu Structure

The Sales Order menu structure is similar to that of Accounts Receivable and other OSAS applications: functions appear roughly in order of use.

Several Sales Order menus and functions are identical with those in Accounts Receivable: Open Invoices, History Reports, and Codes Maintenance.

Sales Order shares some Accounts Receivable menus with some of its own functions: Information Inquiry, Daily Work, Transaction Reports, File Maintenance, Periodic Processing, and Master File Lists.

The Sales Order Information Inquiry menu has one additional function: Orders.

The Transactions and Change Batches functions on the Sales Order Daily Work menu are slightly different from their Accounts Receivable counterparts. The Copy Recurring Orders function replaces the Copy Recurring Entries function in Accounts Receivable. For a description of the rest of the functions on the menu, see the *Accounts Receivable User's Manual.*

The Sales Order Transaction Reports menu has five additional functions: Picking Slips, Shipping Labels, Packing List, Open Order Report, and Backorder Allocation Report. Use the Picking Slips function to print picking slips for sales orders. Use the Shipping Labels function to print shipping labels based on information you entered in the Shipping Label Setup function. Use the Packing List function to print packing lists for verified and invoiced orders. Produce the Open Order Report to see which orders still need payment. Produce the Backorder Allocation Report to see which orders can be filled with items you have in inventory.

Two functions on the Sales Order Transaction Reports menu differ from the Accounts Receivable functions: Print Invoices and Post Transactions. Use the Print Invoices function to print an invoice or a quote for an order. When you post transactions in Sales Order, unposted transactions in the batch can remain there, or you can move them to a new batch.

The Sales Order File Maintenance menu has three additional functions: Recurring Orders, Edit Sales Order Number, and Shipping Label Setup.

The Recurring Orders function in Sales Order replaces the Recurring Entries function in Accounts Receivable. The purpose is the same: to establish a record of a transaction that you know ahead of time will come in regularly.

Use the Edit Sales Order Number function to reset the next number for system-generated purchase order numbers.

Use the Shipping Label Setup function to design your shipping labels.

The Purge Selected Files function on the Sales Order Periodic Processing menu replaces its counterpart in Accounts Receivable.

The Sales Order Master File Lists menu has one additional function: Recurring Orders List. Use it to produce a list of recurring orders entered in the Recurring Orders function.

File Information

Sales Order makes use of several Accounts Receivable files (see the *Accounts Receivable User's Manual*). Sales Order files are described below.

The SOTDxxx and SOTHxxx (Open Order) files store records for orders and returns—entered through the Transactions function—before they are posted. If Sales Order is interfaced with Inventory, this function updates serialized and nonserialized item balances and costs in the INVExxx (Items) and INLDxxx (Item Location Detail) files. The SOTHxxx file stores header information; the SOTDxxx file stores line-item, header, and order totals information.

The SORHxxx and SORLxxx (Recurring Order) files store records for recurring orders, which are not real orders until you copy them to the SOTDxxx and SOTHxxx files. The SORHxxx file stores header and totals information about recurring orders; the SORLxxx file stores line-item information about recurring orders.

The SORDxxx (Recurring Additional Descriptions) file stores additional descriptions you assign to recurring orders. This file is used only if you elect to use additional descriptions for recurring orders in the Resource Manager Options and Interfaces function.

The SODExxx (Additional Descriptions) file stores additional descriptions you assign to line items when you enter orders. This file is used only if you elect to use additional descriptions for line items when you enter orders in the Resource Manager Options and Interfaces function.

The SOLSxxx (Lot and Serialized Item) file stores serial numbers and lot numbers associated with line items in an order.

The SOSLxxx (Picking Slips Restart) file stores information for reprinting picking slips. When you use the Picking Slips function to print a picking slip, this file is updated with the slip number. Thereafter you can reprint the slip.

The SOPLxxx (Packing Lists Restart) file stores information for reprinting packing lists. When you use the Packing List function to print a packing list, the file is updated with the list number. Thereafter you can reprint the list.

The SOKHxxx (Kit History) file stores history information from the Bill of Materials/Kitting application if it is interfaced with Sales Order.

The SOKTxxx (Kit Detail) file stores such information as quantities and components from the Bill of Materials/Kitting application if it is interfaced with Sales Order.

The SOLBxxx (Shipping Labels) file stores shipping label information.

File Interaction

The Sales Order system tracks money committed and owed to you by customers. When you enter and post orders, information is retained in or distributed to the appropriate files to keep the information up to date, make the information available through reports, and keep the system in balance.

File maintenance

Most of the Sales Order system is set up by virtue of the Accounts Receivable system being set up, but you must make a few modifications.

Use the Recurring Orders function to enter recurring orders, or orders that you know will come in regularly. The information is kept in the SORHxxx, SORLxxx, and SORDxxx files.

Use the Tables function to make adjustments to values (accounts, finance percentages, and so forth) that are to be used throughout the system. The information is kept in the SOTBxxx file.

If you elected to have the system generate sales order numbers (in the Resource Manager Options and Interfaces function), use the Edit Sales Order Number function to change the number the system assigns to the next sales order.

Use the Shipping Label Setup function to design your shipping labels.

Daily work

You can enter an order one of two ways: copy a recurring order from the SORHxxx and SORLxxx files, or enter the information through the Transactions function. In either case the information is stored in the SOTDxxx and SOTHxxx files.

If you do not want an order to be copied to the SOTDxxx and SOTHxxx files after a particular date, you can specify a cutoff date in the recurring order record. Then if you specify a cutoff date when you copy recurring orders, those with the cutoff date before the one you specify are not copied.

The Copy Recurring Orders Log, which is produced when the orders are copied, shows the new order numbers, line-item information, customer IDs, and individual and total amounts of the orders that were copied.

When you enter an order, you must do either of two things: enter details about the order (header and line-item information), or verify the order to show which items have been shipped and which are to be backordered. The header information is stored in the SOTHxxx file; line-item detail is stored in the SOTDxxx file.

An order goes through several stages, any one of which can be the order's first stage. The Transaction Type menu takes all the possibilities into account.

When you enter details about a new order without doing any other task, the order has *new* status. You must still verify the order to show what was shipped and what is to be backordered.

When you enter or edit an order, you can enter 10 lines of additional information about each line item if you elected to enter additional descriptive text in the Resource Manager Options and Interfaces function. The text is stored in the SODExxx file and is printed on picking slips (if you want), packing lists, invoices, and credit memos.

When you enter details about an order and print the picking slip, the order has *picked* status. When you enter the fact that goods have been sent—at that point or at a later time—the order has *verified* status.

In addition to regular orders, you can enter miscellaneous credits. To the system, a miscellaneous credit is an order with a negative value. The information is entered the same way and is kept in the same files as a regular order, but the figures are credited instead of debited. Use miscellaneous credits to enter customer returns or to cancel out debits that are too large—for example, because the person entering the order information made a mistake.

You can use the Price Quote option on the Transaction Type menu to enter information as though it were an order but not have it actually be an order. You use a price quote to cite dollar amounts to customers. If a customer decides to pursue the transaction, you can mark the information in the SOTDxxx and SOTHxxx files as an actual order.

After you enter an order, the relationship between the SOTDxxx and SOTHxxx files, the ARCRxxx file, and the ARINxxx file is the same as that of the comparable files in Accounts Receivable. The SOTDxxx and SOTHxxx files store the open orders (including transactions, independently of how much money was paid). The ARCRxxx file stores money received; when you post, the ARINxxx and ARCUxxx files collect and reconcile information.

When you enter a line item for a serialized inventory item or for a lot item, the serial numbers or lot numbers associated with the line item are stored in the SOLSxxx file. When you post a verified order with serial numbers, those number are cleared from the SOLSxxx file.

Producing reports and posting

After you have entered the transactions for the day, produce picking slips for new and changed orders; packing lists for verified, invoiced, or new orders; invoices for shipped and verified orders; and credit memos where necessary. You can produce any of these forms online for a customer if you elected to print picking slips, packing lists, and invoices online in the Resource Manager Options and Interfaces function. Similarly, you can print picking slips, packing lists, and invoices in a batch if you elected that option. Information and statuses for picking slips and invoices are kept in the SOTDxxx and SOTHxxx files.

Then produce the following journals and reports before you post:

- Produce the Sales Journal and the Miscellaneous Credits Journal to check for errors and to use as part of the audit trail. The Sales Journal shows the transactions entered through the Transactions function; the Miscellaneous Credits Journal shows the transactions entered through the Miscellaneous Credits option in the Transactions function. This information comes from the SOTDxxx and SOTHxxx files.

- Produce the Open Order Report to view several kinds of items in the SOTDxxx and SOTHxxx files: returned items, backordered items, items that were not verified, and items that were verified but not posted.

- Produce the Backorder Allocation Report for a list of orders that can be filled after items are received in Inventory. You can fill the orders based on the order dates, customers, sales reps, or order numbers. This information comes from the SOTDxxx and SOTHxxx files.

When you post transactions, several files are affected:

- Verified orders and returns are moved from the SOTDxxx and SOTHxxx files to the ARINxxx file. If you post an order with serialized items, the order is cleared from the SOTDxxx and SOTHxxx files and the items' status becomes *sold*.

- Sold serial numbers and lot information about sold items are deleted from the SOLSxxx file.

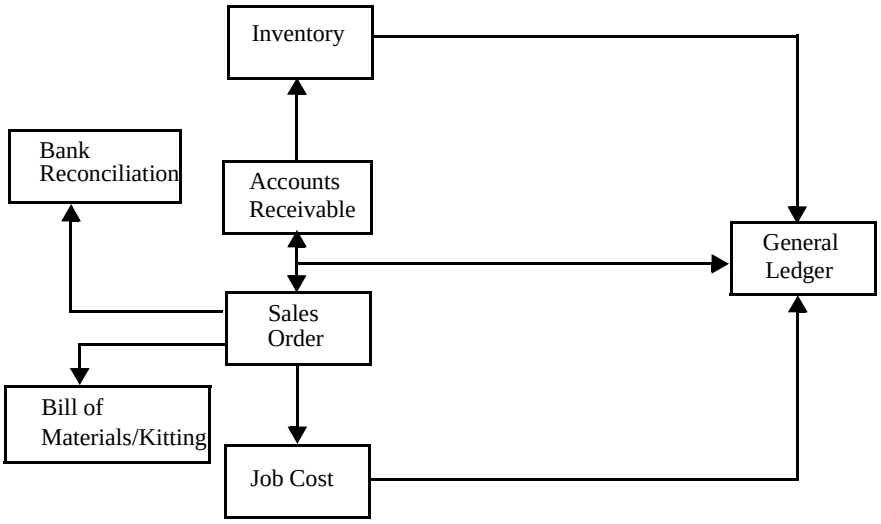
- Information from the SOTDxxx and SOTHxxx files updates the ARSRxxx, RMTXxxx, ARCUxxx, ARHIxxx, and ARHSxxx files.

Periodic work

After your files become too large, you will want to clear some data from them. Use the Purge Selected Files function to purge the SORHxxx and SORLxxx files of recurring orders with a cutoff date before the date you specify, and to remove orders with *quote* status from the SOTDxxx and SOTHxxx files.

Application Interaction

Sales Order needs Accounts Receivable to work properly. The two applications can stand alone, but you get optimal use from them when you interface them with other applications.



Interfacing applications means that the information you enter in one application can be transferred to and used in other applications. So it reduces data entry time and the number of errors that might creep in along the way.

Conventions

Your manual will help you to install OSAS on any standard machine within many popular operating systems and help you with your accounting software questions. In the manual, we use the term “Conventions”, or standards, to help describe complicated processes, new terms, and to help you use your OSAS applications.

Manual Conventions

This User’s Manual is divided into these sections, made up of several chapters:

- The “Introduction” provides an overview of this application and the OSAS system, including installation procedures, graphical and text-based application features, and function key references.
- “Installation” explains the steps necessary to begin using this application in your company, including how to install the application on your system.
- The last part of your manual is made of several chapters, each chapter describing a function group within this application.

Mouse Conventions

The standard mouse has two buttons, left and right, each performing certain functions. In this manual, we use these terms for using the mouse: *click, right-click, double click*, and *deselect*.

The *click* is a single press on the left mouse button. Place the cursor over the desired function, and press the left button to enable, or “select”, that function.

A *right-click* is a single press of the right mouse button.

To *double-click*, move the cursor over the desired function, and quickly press the left mouse button twice. If there is too long a pause between clicks, the computer may interpret your action as two separate clicks and may not perform the desired function.

To *deselect* an object, move the cursor off the icon or folder onto a blank space within the window and press the left mouse button.

Note

Some mouse manufacturers allow you to change the function of the mouse buttons for those who prefer (for example) to use the mouse with their left hand. In this case, reverse the commands when you use them. For example, a click refers to a single press of the right mouse button, while the term right-click refers to a single press of the left button, and so on.

OSAS Conventions

Operations in OSAS follow conventions, or patterns. The conventions used in OSAS applications are presented below.

Running OSAS

OSAS memory and disk space requirements vary according to the operating system you use and the size of your data file. Consult the *Resource Manager User's Manual* for more information.

Starting OSAS

To start OSAS on a Windows machine, double-click the OSAS icon on the desktop or in the appropriate folder.

To start OPEN SYSTEMS Accounting Software on a non-Windows machine, enter **osas** at the operating system prompt.

The command can recognize three parameters: -t, -c, and -a.

The terminal ID (-t) is the identification code assigned to the terminal you are using to work with OSAS. On multiuser systems each terminal usually has a default ID that was assigned when the terminals were added to the system. Use the -t parameter only when you want to log on with an ID other than the default ID. The terminal parameter is valid only if you are using Resource Manager for LANs.

The company ID (-c) is the identification code assigned to a company. If your system carries two or more companies and you do not enter a company ID, the menu of the company entered by the last person who used the terminal appears.

The access code (-a) is your personal password. Refer to the *Resource Manager User's Manual* for information about assigning passwords.

The most general expression for getting into OSAS takes all the parameters into account. For example, if you are on terminal 2, you want to work with company B, and the password is *lerxst*, specify that information to enter the system:

osas -t T2 **-c** B **-a** lerxst

You can enter the parameters in any order, and you can use any combination. You must leave a space between the parameter mark (-t, -c, or -a) and the parameter itself.

Menu Conventions

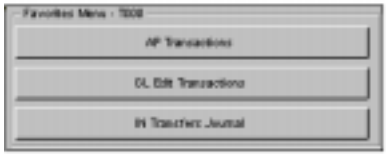
When you start OSAS, the Main menu, which presents the applications you can use, appears. If you are using the Resource Manager for UNIX, the Text menu appears. If you are using the Resource Manager for Windows, you can choose between the Text Menu, Graphical Menu, or Start Menu. In Windows, use the Workstation Configuration Defaults function in Resource Manager to select the style of menu you want displayed. The following pages describe how you use each of these types of menus.

Favorites Menu

The Favorites menu operates in the text-based format as well as in the graphical formats. The Favorites menu allows quick and easy access to the OSAS functions you use most, allowing you to add selections for entire menus or particular functions.

With the Favorites menu, you save time in no longer switching to and from commonly accessed applications. For example, if you have application entries in Transactions (Accounts Payable), Transfer Journals (Inventory), and Edit Transactions (General Ledger), rather than enabling each application menu by menu, you could set up a Favorites Menu where, with one press of the enter key or a click on the button, your application would be open for work.

Favorites Menu: Graphical Style

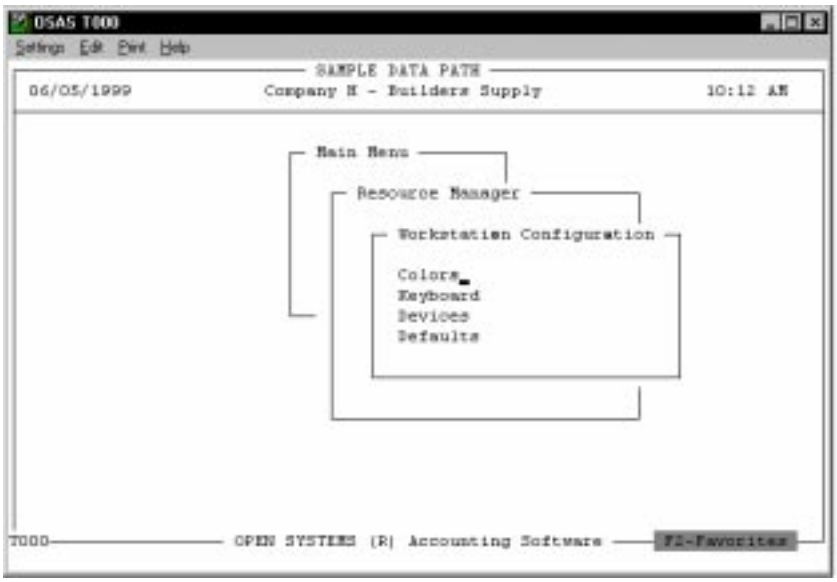


For Favorites Menu set up information, see page 1-31.

Text Menu

The Text menu can be used on all OSAS compatible systems. Using text-based menus, the Text menu (shown below) offers easy access to your applications.

Text Main Menu



When you select an application, the application's menu, which presents several related functions, is superimposed over the Main menu. Selecting a function leads you to a function screen or to another menu.

You can select applications from the Main menu in these ways:

- Use the arrow keys to move the cursor up or down, highlighting the application you want to use. Then press **PgDn** or **Enter** to select it.

- Press the first letter of the application you want to use. The cursor jumps to the first application beginning with the letter, press the letter key or the down arrow until the application you want is highlighted. When your choice is highlighted, press **PgDn** or **Enter** to select it.

- Position the mouse cursor over the application and click. The application will briefly highlight and switch to the application screen.

- To jump to the first application on the menu, press **Home**. To jump to the last application on the menu, press **End**.

To select a function from an application menu, highlight and select your choices the same way you do on the Main menu—with one exception: you can press **PgDn** only when an option leads to another menu, and you must press **Enter** to select a function.

On an application menu you can press **PgUp** to move to the menu immediately above it. If you are several menu levels away from the Main menu, you can return to the Main menu by pressing **PgUp** repeatedly or by pressing the **Tab** key.

You can exit from a menu in these ways:

- Press the **PgUp** key to go to the previous menu (one menu up)
- Press the **Tab** key to go to the Main menu
- Use the **Exit** (**F7**) command to go to the operating system

Function Keys Used in the Text menu

Most keyboards have a set of function keys (usually labeled with the letter *F* and a number). Within the menu, commands are assigned to these function keys. You can use the commands to work with data entry screens.

Except for the **Command Help** (**Esc**), the **Jump** (**Tab**) commands, and the **Enter** key, you can use the Keyboard function in Resource Manager to reassign any function key to any command.

Key	Operation
Esc (Command help)	Views the list of commands for the menu. (To close the commands window, press any key.)
F1 (Function Help)	Displays help information for this function.
F2 (Favorites Menu)	Displays the Favorites menu or changes to the regular menu from the Favorites menu.
F3 (Change Company)	Allows you to switch between companies.
F4 (Access Code)	Displays the Access Code prompt.
F4 (twice) (Other Menu)	Opens a menu of utilities. A calculator and Global Inquiry (which consolidates and presents information from other applications) are some of the utilities on the Other Commands menu. See the *Resource Manager User's Manual* for information about the utilities on the Other Commands menu.
F5 (Live/Sample swap)	Switches between live and sample data.
F6 (Workstation Date)	Displays the current workstation date and allows you to change it.
F7 (Exit)	Exits from OSAS.
F9 (Application Setup)	Allows certain functions to be set up. Works only in certain applications. The application's user's manual will describe the function if necessary.
F10 (Add to Favorites)	Allows you to add to and delete from your Favorites menu.

Key	Operation
Shift + F5 (Change menu style)	Switch between text and graphical menu styles without going into Defaults.
Shift + F2 (Application Info)	Displays information about the applications you have installed.
PgUp (Start over)	Move back one menu level.
Tab (Jump)	Move back to the Main menu.
Enter	Select a menu or function from a menu.
Up Arrow Down Arrow	Move the cursor up or down through the menu selections.
Ctrl + G (Bell on/off)	If the bell is turned on, it sounds at an error or when you must verify a command. To turn off the bell, use this command or the Defaults function in chapter 3. To turn the bell back on, use this command again.

Graphical-Style Menus

There are two types of graphical-style menus to choose from. The standard Graphical menu features application buttons that resemble many Windows functions. The Start Main menu is named because of its functional resemblance to the Start menu in Windows 95 and Windows NT. Featuring graphical displays, access buttons for your installed applications, and allowing access to OSAS functions via both the mouse and function keys, both graphical-style menus allow you a greater selection of interaction with OSAS and your data.

Both graphical-style menus are available in a Windows environment only.

Much like the Text menu, when you select an application in either graphical menu, the application's menu, presenting several related functions, is displayed beside the Main menu. Selecting a function leads you to a function screen or to another menu.

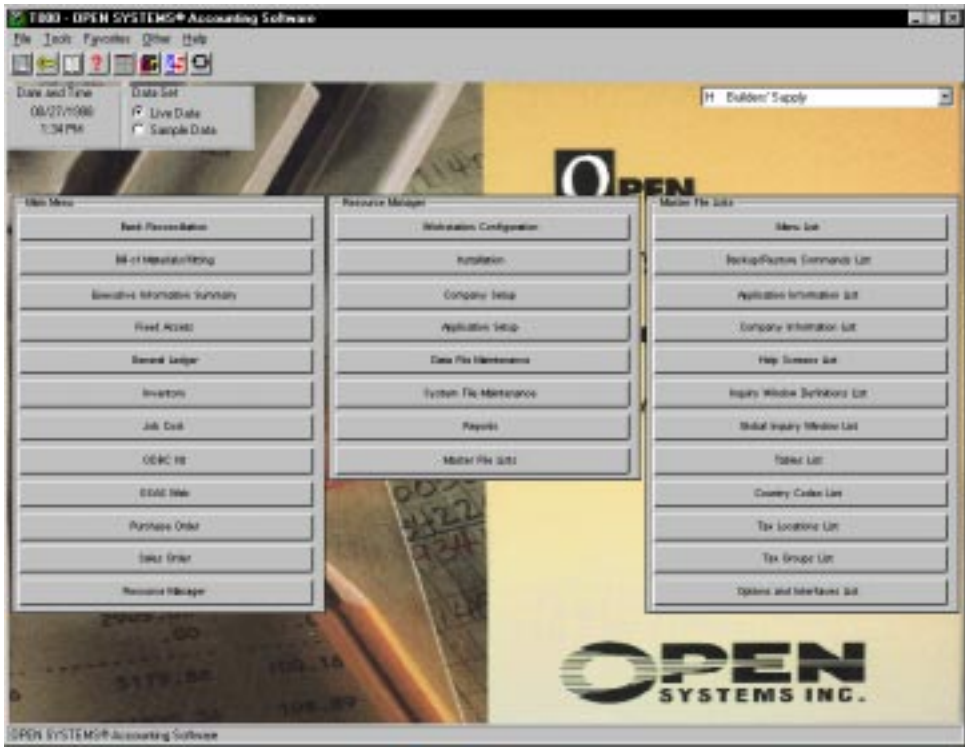
If you are using the Graphical menu, click the appropriate button with the mouse to select an application from the Graphical menu. To select a function from an application menu, click the function's button with the mouse the same way as you do for an application.

If you choose the Start menu you can select applications from the Main menu in these ways:

- Use the arrow keys and press **Enter**
- Click the selection
- Hold the mouse over the selection

From any application menu, you can select a button from the previous menu to move directly to that menu. If you are several menu levels away from the Main menu, you can return to the Main menu by clicking items on previous menus.

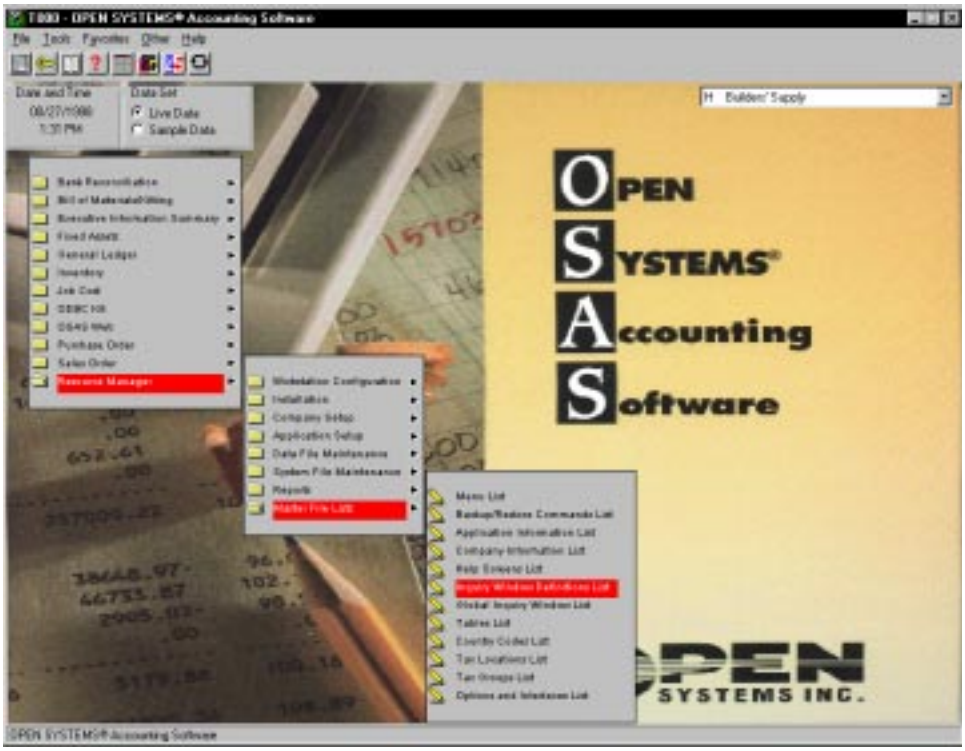
Graphical Main Menu



You can exit from a Graphical menu in these ways:

- select a button from a previous menu
- press the **Tab** key to go to the Main menu
- click the Close box in the upper right hand corner of the window to close OSAS
- use the Exit (F7) command to close OSAS
- select Exit from the File Menu to close OSAS

Start Main Menu



You can exit from a menu in these ways:

- press the left arrow key to go to the previous menu (one menu up)
- hold the mouse over a different menu item
- press the **Tab** key to go to the Main menu
- click the Close box in the upper right hand corner to close OSAS
- use the Exit (F7) command to close OSAS
- select Exit from the File Menu to close OSAS

Special Commands in Graphical menus

Right-click to display the Special Commands menu, which allows you to perform these special tasks:

From the standard menus:

- add a function or menu to the Favorites menu
- change to the Favorites menu
- change from live to sample data and vice versa
- display information about a function
- perform special application setup

From the Favorites menu

- remove a function or menu
- change to the Main menu
- change from live to sample data and vice versa
- display information about a function
- perform special application setup

Menu Keys

Most keyboards have a set of function keys (usually labeled with the letter *F* and a number). In OSAS, commands are assigned to these function keys.

Key	Operation
F1 (Key Help)	Displays the list of Icons and Functions keys available to you.
F2 (Favorites Menu)	Displays the Favorites menu.
F4 (Access Code)	Displays the Access Code dialog box.
F5 (Live/Sample swap)	Switches between live and sample data.

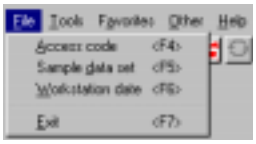
Key	Operation
F6 (Workstation Date)	Displays the current workstation date and allows you to change it.
F7 (Exit)	Exits from OSAS.
F9 (Application Setup)	Allows certain functions to be set up. Works only in certain applications. This application does not use an application setup function.
F10 (Change to Favorites)	Allows you to add to and delete from your Favorites menu. (works only with Start-style menu).
Right-click	Displays the a functions display box.
Shift + F5 (Change menu style)	Switch between text and graphical menu styles without going into Defaults.
Shift + F2 (Application Info)	Displays information about the applications you have installed.

Window Title Bar Menus

When working using the graphical menus, you can use the pull-down menus and tool buttons (graphical icons) to access functions without using the function keys. While the function keys still work in the graphical menus, the menu bar and icons offers you a choice in how you access certain functions.

Using the mouse, move the cursor to the menu and click once, or, click on an icon for the function desired. Pictured below is the OSAS pull-down menu/icon selection.

File Menu



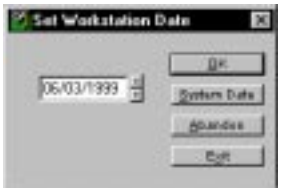
Command	Icon	Key	Result
Access code		F4	Displays the Access Code dialog box. See Access Code dialog box below.
Sample data set or Live Data set		F5	Toggles between the Sample Data and the Live Data.
Workstation date		F6	Displays the Workstation Date dialog box. See Workstation Date dialog box below.
Exit		F7	Exits from OSAS.

Access Code dialog box

1. Enter the access code.

2. Click **OK** to save your entry and return to the Main Menu or **Exit** to abandon the dialog box and return to the Main menu.

Workstation Date dialog box



1. Enter the date, or use the up/down buttons to increase or decrease the date.

2. Select **OK** to change the workstation date, **System Date** to change the workstation date to match the operating system date, **Abandon** to exit without changing the date, or **Exit** to return to the Main menu.

Tools Menu

Command	Icon	Key	Result
Calculator			Displays the Windows calculator.

Favorites Menu

Command	Icon	Key	Result
Change to Favorites		F2	Displays the Favorites menu/Main menu. See *Favorites Menu* on page 1-31.

Other Menu

The Other menu contains a set of utilities. A calculator and Global Inquiry (which consolidates and presents data from other applications) are some of the utilities on the Other menu. See the *Resource Manager User's Manual* for information about the utilities on the Other menu.

Help Menu

Command	Icon	Key	Result
Help		F1	Displays the online help.
About OSAS			Displays the About OSAS dialog box.

Toolbar Icons

There are three icons on the toolbar that were not described above.

Icon	Key	Result
		Displays the Application Information dialog box.
		Opens an MS-DOS prompt.
		Displays a screen for calling any BBx program that does not require variables to be passed to it. See the *Resource Manager User's Manual*.

Other Graphical Screen Features

The graphical screens offer more than shortcuts to application functions. In version 6.0, you can, at a glance or with a mouse click, determine the date and time, switch between live and sample data, and switch between companies and their data sets.

Date and Time

The workstation date and time are displayed.

Data Set

Check the Live Data radio button to work with live data. Check the Sample Data radio button to work with sample data.

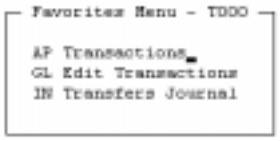
Change Company Field

Select the company to change to.

Favorites Menu

Your Favorites menu saves time in moving between applications, opening and closing submenus and application menus, and allows easy access to your common applications. By setting up your Favorites menu, you can access your most-used functions or submenus by pressing the F2 button (or selecting the mouse pull-down menu).

Favorites Menu: Text Style



There are two ways you can set up your Favorites menu, depending on if you use the text-style menu or the graphical-style menus.

To set up the text-style Favorites menu, follow these steps:

1. Move your cursor to the submenu or application that you want placed in the Favorites menu.

2. Press F10.

You can press F2 to verify your selection was added to your Favorites menu.

To remove an application:

1. Press F2 to display the Favorites menu.

2. Move your cursor to the submenu or application you want removed.

3. Press F10.

Favorites Menu: Start-Style

To set up the graphical-style display (you can find an example of the graphical-style Favorites menu on page 1-16), follow these steps:

1. Position the cursor over the submenu or function you want placed into your Favorites menu.

2. Right-click on the function or submenu. The Favorites menu set up box (shown below) appears.

3. Click on Add to Favorites.

Screen Use

Screen	Description
Add to/Remove Favorites	Use the Add to/Remove Favorites menu button to add the desired submenu or function to or from your Favorites menu.
Change to Favorites/Main	Toggles your display menu between your Favorites menu and your Main menu.
Sample data/Live data	Switches between your sample data and your live data.
Setup	Clicking on this button or pressing F9 sets up the selected application. Setup works only in certain applications. If an application requires a setup function, you will find instructions in that application's user's manual.
Function Information	Displays information about the selected function.

Function Commands

Once you select an OSAS application function from the menu, the function screen appears. The way that you enter data on OSAS screens is consistent from function to function. To move around the OSAS screens you use the function commands described below.

Most keyboards have a set of function keys (usually labeled with the letter *F* and a number). In OSAS, commands are assigned to these function keys. You can use the commands to work with data entry screens.

Except for the **Command Help** (**Esc**) and **Jump** (**Tab**) commands and the **Enter** key, you can use the Keyboard function in Resource Manager to reassign any function key to any command.

Key	Operation
Esc (Command help)	View the list of commands for the screen you are on and the field you are in. (To close the commands window, press any key.)
F1 (Help)	Get information about the field you are working on.
F2 (Inquiry)	Make a selection from a range of entries for a field if the Inquiry flag appears at the bottom of the screen.
F3 (Delete)	Delete the information on the screen. Since this command can delete an entire record, use it with caution.
F4 (Other)	Open a menu of utilities. A calculator and Global Inquiry (which consolidates and presents information from other applications) are some of the utilities on the Other Commands menu. See the *Resource Manager User's Manual* for information about the utilities on the Other Commands menu.
F5 (Abandon)	Move the cursor back to the first field on the screen or to the first field after the key field. The entries and changes you made are erased.

Key	Operation
F6 (Maintenance)	Go directly to the appropriate File Maintenance function to update information about the field you are in if the Maint flag appears at the bottom of the screen.
F7 (Exit)	Exit from a screen or a window and disregard everything you entered.
F8 (List)	Send the contents of the screen to a printer or a text file.
Shift + F2 (Information)	Open an Information menu. Each selection on the menu is an information window that you can access if the Info flag appears at the bottom of the screen. Each window contains a category of information about the field you are in.
PgUp (Start over)	Move the cursor back to the first field on the screen or to the first field after the key field without erasing the entries or changes you made.
PgDn (Proceed)	Approve the data on the screen, change the file accordingly, and proceed to the next spot (field or screen).
Tab (Jump)	Move the cursor to the next block of data on the screen or to the next field that requires an entry.
Enter or Down Arrow (Enter)	Move the cursor to the next field and accept the data entered.
Up Arrow	Move the cursor up (or back) one field. If you changed the information in the field you were in before you used this command, the change is lost when you move the cursor up.
Ctrl + V (Verification on/off)	If verification is turned on, you must press a key twice to verify that you want to perform that operation.
Ctrl + G (Bell on/off)	If the bell is turned on, it sounds at an error or when you must verify a command. To turn off the bell, use this command or the Defaults function in chapter 3. To turn the bell back on, use this command again.
Ctrl + F (Quick on/off)	If this option is turned off, the cursor stops at every field possible. To make the cursor skip the fields that do not require an entry, use this command to turn the option on.

Key	Operation
Ctrl + O (Show/hide function keys)	If this option is turned on, the applicable function keys are displayed on the screen. If this option is turned off, no keys are displayed.

Help Commands

When you use the **Help** (**F1**) command, three commands become available for you to use on help screens.

Key	Operation
F3 (Delete)	Delete the help screen contents. To recover a deleted help screen, copy the xxHELP file from the distribution media to the /PROGxx subdirectory (*xx* is the application ID). The copying process overwrites changes you made to other help screens.
F6 (Maintenance)	Edit a help screen.
F7 (Exit)	Exit from the help screen and close the window.

In-Field Editing Commands

When the cursor is in a field that contains information, you can use the following keys and commands:

Key	Operation
Right Arrow	Move the cursor to the right.
Left Arrow	Move the cursor to the left.
Del (Delete)	Delete the character the cursor is on.

Key	Operation
Ins (Insert on/off)	Switch insert mode on and off. When the Insert flag appears at the bottom of the screen, characters you type push characters after the cursor off to the side. When insert mode is turned off, characters you type write over existing ones.
Home	Move the cursor directly to the beginning of the field.
End	Move the cursor directly to the end of the field.
F9 (Undo)	Restore a field to the way it was before you changed it. You can use this command only while you are in the field; once you move past it, you must use the **Abandon** (**F5**) command to clear the field.
F10 (Delete to end of line)	Delete the characters in the field to the right of the cursor. If insert mode is turned off and you enter a character in the field's first position, everything in the field is deleted.

Inquiry Commands

When you use the **Inquiry** (**F2**) command, several other commands become available for you to use in the inquiry window.

Note

To shorten your data search, use a partial-key inquiry to cut down the size of the inquiry list. For example, if you know that the ID starts with *J*, enter **J** in the ID field before you use the **Inquiry** command. The inquiry list will start with *J* and run through the end of the list.

Key	Operation
PgUp	Display the previous page of the window.
PgDn	Display the next page of the window.
End	Move directly to the last item on file.

Key	Operation
Home	Move directly to the first item on file.
Down Arrow	Move down one item.
Up Arrow	Move up one item.
Ins (Look up)	Enter a string of information. If you have an idea of what you are looking for and the ID is longer than one character, you can make a partial-key inquiry to cut down the size of the inquiry list. For example, if you know that the ID starts with *J*, enter **J** in the ID field.
F7 (Exit)	Leave the Inquiry window without selecting anything.
Enter	Select the item the cursor is pointing to.
Esc (View commands)	Open a window that shows Inquiry window commands and the window ID.

Inventory Search Commands

If you use the Inventory application and the cursor is in an Item ID field, you can use any of the **Inventory Search** commands to search for information about items and select an item for entry in the field you are in.

Key	Operation
Shift + F3 (Alias Lookup)	Search for items with a specified alias listed as an alternate item. When you enter the alias, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.
Shift + F4 (Customer/Vendor Lookup)	Search for an item based on customer ID or vendor ID. When you enter the customer or vendor ID, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.

Key	Operation
Shift + F5 (Detail Lookup)	Search for detailed information about an item. You can enter search information in any of the fields that appear, using any of the following wildcard characters to restrict or widen the search: *** ? < > =**.
Shift + F6 (Lot–Item Lookup)	Search for an item based on lot number. When you enter the lot number, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.
Shift + F7 (Serial Number–Item Lookup)	Search for an item based on serial number. When you enter the serial number, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.
Shift + F8 (Item Description Lookup)	Search for an item based on item description. When you enter the description, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.

Report Commands

You can use the following commands when a report is displayed on the screen:

Key	Operation
PgUp	Move to the previous page of the report.
PgDn	Move to the next page of the report.
Home	Move directly to the top of a group of pages.
End	Move directly to the bottom of a group of pages.
F7 (Exit)	Exit to the menu from any point in the report.
Left Arrow	Move left one character.
Right Arrow	Move right one character.
Tab (Toggle)	Toggle between the left and right halves of a report.

Key	Operation
Up Arrow/Down Arrow	Move a line up and down the screen to line up information when you toggle between halves of a report.

Scroll Region Commands

When the prompt (>) is in a line-item scroll region, you can use the following commands:

Key	Operation
Down Arrow	Move down one line item.
Up Arrow	Move up one line item.
PgUp	Move to the previous screen or to the first line if you are on the first screen.
PgDn	Move to the next screen or to the last line if you are on the last screen.
Home	Move to the first line item in the entire list.
End	Move to the last line item in the entire list.
F3 (Delete)	Delete the line item at the prompt (>).
Ins (Insert)	Insert a line item at the prompt (>).
Enter (Edit)	Edit the line item at the prompt (>).

Reports

Selecting a Range of Information

To produce a report, you must specify the amount of information you want in the report.

- To produce a report that includes all the available information, leave the From-Thru fields on the report function screen blank. For example, if you want information about all the vendors to be in a report, leave the Vendor ID From and Thru fields blank.

- To limit the amount of information in the report, enter the range of information in the From-Thru fields. For example, if you want a report to include information only about vendor ACE001, enter ACE001 at both From and Thru. If you want the report to include information only about vendors that start with CO, enter CO at From and COZZZZ at Thru.

Each field where you enter information on a report function screen usually restricts the overall output of the report. For example, if you leave the Vendor ID From and Thru fields blank, the report will contain information about all the vendors. But if you enter invoice 100 in the Invoice Number From and Thru fields, and invoice 100 is assigned only to vendor ACE001, the report includes information only about vendor ACE001.

Sorting

Information for reports is sorted first by a space (_), then by characters, then by digits, then by uppercase letters, and finally by lowercase letters. No matter what you enter in the From and Thru fields, however, your entries are sorted in alphabetical order (unless the function provides an option to sort the information differently).

Sorting by alphabetical codes or IDs is easy. For example, the ID *ACL* comes before the ID *BB* because A comes before B.

But take notice when you enter codes or IDs that consist of something other than letters; the order might not be what you expect. For example, if 20 items are labeled 1 through 20 and you want all of them to be in a report, you might enter 1 at From and 20 at Thru, expecting them to be listed 1, 2, 3 . . . 19, 20. However, since OSAS sorts in alphabetical order, they are listed in a different order: 1, 10–19, 2, 20, 3–9.

To prevent that situation, pad extra spaces in codes and IDs with zeros so that numbers in alphabetical order are also in numerical order. In the example above the items would be labeled 00000000000000000001 through 00000000000000000020.

Output Device

Report functions screens offer four output options: printer, file, screen, and end.

- When you need a hard copy of a report, select **P**, and either accept the printer that appears or enter the code for the printer you want to use.

  If applicable, select **S** if you want the report to be in standard-size print or **C** if you want it to be in compressed print.

  If you want to stop printing after it has begun, press **Ctrl** + **Break**.

- If you want to save the report as a data file—for example, to include it in a word-processed report (in CR-LF format)—select **F**. The data path for the workstation, including the default drive, appears if it is specified in the Defaults function. Enter the filename and file extension, using no more than 35 characters overall.

- To preview the report—you must be using the Visual PRO/5 Interpreter and have a sysprint printer in your CONFIG.BBX file—select **R**.

  If applicable, select **S** if you want the report to be in standard-size print or **C** if you want it to be in compressed print.

  In the Printer dialog box that appears, select a sysprint printer and press **Enter**. The report is displayed on the screen.

- To view the report on the screen, select **S**. If the workstation default for compressed characters is *inactive*, the report is displayed in standard character mode. If the default is *active*, you can select standard mode or compressed mode. See your terminal documentation and the section on the termcap file in the *User's Reference Guide (PRO/5)*.

  If the message **End of Page** appears at the bottom of the report screen, you can press **Enter** to generate the next page of the report. If the message **End of Report** appears at the bottom of the report screen, you can press **Enter** to exit to the menu you selected the report from.

- If you need to change some selections before you produce the report, select **E** and then press **Enter**. To end the function and return to the menu without producing the report, select **E** and then use the **Exit** (**F7**) command.

Installation and Conversion 2

Installation 2-3
Conversion 2-5

Installation

You can put this version of Sales Order on the system in one of two ways: you can install a new system (and have Accounts Receivable installed first), or you can convert the old Sales Order files and update the system. Installation is explained in this section. Conversion is explained in chapter , section .

The Sales Order system needs a minimum of five megabytes (5M) to work correctly with programs, sample data, Report Writer data dictionaries, and Report Writer reports and instructions. Having another megabyte available is a good idea if you want to keep summary and detail history for transactions. The system runs best when at least 520 kilobytes of main memory is free for use. You might want to make adjustments to your system before you install Sales Order.

Installing Sales Order

1. If you plan to use General Ledger, Inventory, and/or Job Cost with Sales Order, install and set up the current version of those applications in that order.

2. Install Accounts Receivable. If you are installing Accounts Receivable and Sales Order at the same time, install Accounts Receivable first, and enter **Y** at the **Install Another Application** prompt.

3. Install the current version of Sales Order. (See the *Resource Manager User's Manual* for more information about the Install Applications function.)

Conversion

You can put this version of Sales Order on the system in one of two ways: you can install a new system, or you can convert an older version of Sales Order to the current version, keeping your old files intact. Installation is explained in chapter , section . Conversion is explained in this chapter.

Use the Data File Conversion function on the Company Setup menu in Resource Manager (see the *Resource Manager User's Manual*) to upgrade Sales Order. You can upgrade it from version 3.2, 4.0x, 4.1x, 4.5x, or 5.x. If you want to convert to version 6.00 from a version earlier than 3.2, contact a client support representative.

You must install the new version of Accounts Receivable and Sales Order before you convert files. You can replace and update the programs properly only by using the Install Applications function in Resource Manager.

Before you convert an application's files, do the following things:

- Back up your data.
- Make sure that no unposted transactions are in your current version.
- Make note of the version number of the application you are converting from. The Data File Conversion function has no way of determining the information from within the function.

Consider Your Setup

Before you try to convert your version of Sales Order to the current version, consider the exact setup of your system. Since OSAS code can be customized, modifications to your system might be lost if you install a new version of a program or update a file. If you are not sure whether your system is ready for conversion, consult your value-added reseller.

Converting to Version 6.00

Select **Data File Conversion** from the Company Setup menu in Resource Manager. The function screen appears.

OSAS T000
Settings Edit Print Help
Data File Conversion
Select directory on which to create files.
1. D:/OSA560/sample/
1
Enter directory that contains the files to be converted.
Do you want source files erased after conversion?
Do you want conversion to pause if a problem is found?
Appl Description Version
Appl Description Version
Company H
Verify

1. Enter the number of the target directory. (The system assigns a number to each OSAS data path with assigned values.)

   If you have only one valid data path, it is displayed and you cannot change it.

2. Enter the path (drive and directory) that has the files you want to convert. You cannot enter the same path as the path you selected as the destination.

3. If you want source files to be erased after conversion, enter **Y**; if not, enter **N**. If you are not sure, enter **N**.

4. If you want the conversion process to pause if a problem occurs, enter **Y**; if not, enter **N**. The system considers evidence of data not converting correctly or file corruption a problem.

5. Enter **SO** in the Appl column; *Sales Order* appears. (*Accounts Receivable* and its installed version also appear since you need to convert those files too.)

6. Enter the present version number of Sales Order, and press **Enter**. (When you enter OSAS, the copyrights screen shows the version of Sales Order you have.)

7. If data files already exist for SO in the intended destination path, the following prompt appears: **SO Data files exist. Do you want this task to erase them**. If you want to erase the existing files and convert the files from the version in the source path, enter **Y**; if not, enter **N**. If you enter N, no data will be converted.

   A similar process is needed if Accounts Receivable data files also exist in the intended directory.

8. To convert, use the **Proceed** (**PgDn**) command.

9. The following prompt appears: **Do you wish a printout of error log after each application**. If you want the error log to be produced after files are converted for each application, enter **Y**; if you want the log to be produced after files for all applications are converted, enter **N**.

   If a problem occurs and you indicated that you want the system to pause if a problem occurs, a prompt alerts you. To stop the conversion process, enter **Y**. To let the conversion run its course and investigate later, enter **N**.

10. When the process is finished, the files are converted. Select the output device for the error log.

After conversion is finished and the error log is produced, the Main menu with Sales Order 6.00 added appears.

Setup 3

Setup Considerations 3-3
Setup Checklist and Functions 3-7

Introduction

Most of the Sales Order system is already set up since it relies on the Accounts Receivable system. Use the functions explained in this chapter to do some tasks designed specifically for the Sales Order system.

If you need to use a task on the File Maintenance menu in Sales Order and you cannot find the function or table in this chapter, see the *Accounts Receivable User's Manual*.

Setup Considerations

After you have installed the software for the first time or after you have upgraded the software, you must set up the system. Follow the setup procedures carefully; the choices you make determine how the system will operate.

To properly set up the Sales Order system, you need to gather and organize your accounting data. You need the following information:

- a chart of accounts for your business
- sales and receipt cycles
- previous- and current-year sales, returns, and receipts histories organized by customer

Codes and IDs

When you set up the system, you assign codes and IDs to tell the system how to identify each item on file. The system uses these identifiers to organize the information in reports and inquiry windows.

The system arranges code characters in a particular order. In the following list codes and IDs are sorted from lowest to highest, and dashes represent blank spaces.

— — — — — 0
— — — — — 1
— — — — — Z
— — — — — a
— — — — — 01
— — a — — —
0 0 0 0 0 0
0 0 0 0 0 1
1

The organization of these codes illustrates the following principles:

- The system reads codes from left to right until it finds something other than a blank space.

- Items that make up a code are *always* listed alphabetically. The items are listed in this order for each position:

  blank spaces
  characters (-, *, /, and so forth)
  numbers (0–9)
  uppercase letters (A–Z)
  lowercase letters (a–z)

Alphabetical rules are not intuitive when numbers are involved. Numbers are sorted as if they were letters: When the first characters of several IDs are compared, the ID with the smallest first character is placed first in the list. If the first character of the IDs is the same, the second characters are compared and the ID with the smallest second character is placed first in the list. This comparison is made for each character in the range of IDs until the IDs are clearly in alphabetical order.

If you use numbers for IDs, pad them with zeros so that they are all the same length and numeric rules can hold true. For example, in alphabetical sorting ID 112 comes before ID 60, since anything that starts with 1 comes before anything that starts with 6 *alphabetically.* If ID 60 were ID 000060 and ID 112 were ID 000112, ID 000060 would be listed first, since 060 is less than 112 alphabetically and numerically.

When you assign IDs and codes, establish a format that makes sense for your business and use it consistently. The following suggestions may help:

- To prevent organization problems, use zeros to make all IDs the same length. If IDs are divided into more than one part, the parts should be the same length in every ID. Do not use spaces to divide IDs into more than one part. For example, use ACE-01 and ACE-11 instead of ACE-1 and ACE-11 or ACE 01.

- If you use letters in IDs, use either all uppercase or all lowercase letters so that the IDs can be sorted correctly.
- Use descriptive IDs. For example, WIN001 and WIN002 are more descriptive IDs than 000001 and 000002. (If you already use a numbered system, you might want to stick with it.)
- If you want to sort items by a particular attribute—name or group—put the attribute in the ID. For example, to organize customers by name, put the first characters of the name in the customer ID.
- To ensure that you can insert new items into a sequence, use a combination of letters and numbers that leaves room in the sequence for later additions. For example, setting up two consecutive IDs of WIN001 and WIN005 leaves room for three customers in between.

Setup Checklist and Functions

Follow the steps below to set up the Sales Order system. Each step is explained in this section.

1. Set up the options and interfaces.
2. Build the tables.
3. Build the SORHxxx and SORLxxx (Recurring Order) files.
4. Enter initial balances.
5. Set up access codes.
6. Set up a backup schedule.

Options and Interfaces

An application can be interfaced to work in conjunction with other applications. Sales Order can be interfaced with General Ledger, Inventory, Job Cost, Bank Reconciliation, and Bill of Materials/Kitting.

Sales Order does not have the same interfaces that Accounts Receivable has. You must set up the Sales Order options and interfaces in addition to setting up the Accounts Receivable options and interfaces.

General Ledger

When Sales Order is interfaced with General Ledger, posting in Sales Order makes entries in the GLJRxxx (Journal) file for transactions that affect the ledger (such as sales tax and freight).

Inventory

When Sales Order is interfaced with Inventory, sales order transactions update the quantities in use and committed in the Inventory item records, and posting in Sales Order updates the item stock quantities, dates, balances, and Inventory transaction history.

Job Cost

When Sales Order is interfaced with Job Cost, posting in Sales Order updates billing information in the Job Cost job and phase records. When you enter invoices, refer to the Job Cost Jobs and Phases List for customer IDs and contract numbers.

Bank Reconciliation

When Sales Order is interfaced with Bank Reconciliation, deposits for cash receipts update the BRTRxxx (Transactions) file.

Bill of Materials/Kitting

See appendix D for information about the Bill of Materials/Kitting interface.

Options and Interfaces screen

Select **Options and Interfaces** from the Resource Manager Company Setup men. The Options and Interfaces screen appears.

The name of the company you are working with is displayed. Specify whether the Options table is *shared* or *owned*. (See the *Resource Manager User's Manual* for information about Options tables.) Then enter **SO** as the application ID. The Sales Order Options screen appears.

OSAS T000
Settings Edit Print Help
Sales Order Options
Description Value
Interface to Inventory? YES
Interface to Bank Rec? YES
Interface to Bill of Materials/Kitting? YES
Use Transaction Batching? YES
System Generated Batch Numbers? YES
System Generated Order Numbers? YES
Use Additional Descriptions? YES
Copy Additional Description from Inventory? YES
Keep Detail Sales History? YES
Keep Additional Description History? NO
Keep Summary Sales History? YES
Keep Detail Kit History? NO
Allow Cust Level Change During Order Entry? YES
Allow Expired Credit Card in Payment Entry? YES
Display Quantities and Quantity Breaks During Line Entry? YES
Display Unit Cost During Line Item Entry? YES
Print Online Picking Slips? YES
Option (001 of 033)
Enter = toggle, Goto, Write
Company H
Verify

Enter = Toggle, **Goto, Write**

To toggle an option (for example, between YES and NO), press **Enter**.

To move the prompt (>) to a different option, press **G**. Then enter the option number.

When you are finished selecting options, press **W** to save your entries. Then exit to the Options and Interfaces screen. Select another application whose options and interfaces you want to change, or exit to the Resource Manager Company Setup menu.

1. Toggle to **YES** or **NO** to indicate whether or not you want to interface Sales Order with General Ledger, Inventory, Job Cost, Bank Reconciliation, and Bill of Materials/Kitting.

The interface options work independently of each other. You can respond to them with any combination of Ys and Ns.

2. Toggle to **YES** or **NO** to indicate whether or not you want to use transaction batching. You can use batching to group invoices, credits, and receipts for printing and posting. You can determine how to set up the batches (for example, by time or by workstation). If you use batches, one operator can post transactions in one batch while another operator can add or edit transactions in another batch.

3. Toggle to **YES** or **NO** to indicate whether or not you want the system to generate batch numbers.

4. Toggle to **YES** or **NO** to indicate whether or not you want the system to generate order numbers. If you select YES, you cannot override the order numbers the system assigns.

5. Toggle to **YES** or **NO** to indicate whether or not you want to enter 1 to 10 lines of additional text for each line item on invoices, miscellaneous credits, and recurring entries.

6. Toggle to **YES** or **NO** to indicate whether or not you want to use additional descriptions stored in Inventory. If Sales Order is not interfaced with Inventory or if you do not use additional descriptions, this option is set to *NO* and you cannot change it.

7. Toggle to **YES** or **NO** to indicate whether or not you want to keep detail sales history. If you select NO, you cannot calculate commissions for sales reps or print the Detail History Report.

8. Toggle to **YES** or **NO** to indicate whether or not you want to keep additional description history. If you do not use additional descriptions, this option is set to *NO* and you cannot change it.

9. Toggle to **YES** or **NO** to indicate whether or not you want to keep summary sales history. If you select NO, you cannot print summary history reports.

10. Toggle to **YES** or **NO** to indicate whether or not you want to keep detail kit history.

11. Toggle to **YES** or **NO** to indicate whether or not you want to be able to change a customer's price level when you enter orders.

12. Toggle to **YES** or **NO** to indicate whether or not you want to be able to enter an expired credit card as payment for a transaction.

13. Toggle to **YES** or **NO** to indicate whether or not you want quantities and quantity breaks to be displayed when you enter line items.

14. Toggle to **YES** or **NO** to indicate whether or not you want the unit cost of inventory items to be displayed when you enter line items.

15. Toggle to **YES** or **NO** to indicate whether you want to be able to print picking slips online. If you select NO, you can print picking slips only in a batch.

16. Toggle to **YES** if you want to use plain paper picking slips. Toggle to **NO** if you want to use forms.

17. If you elected to use forms for picking slips, toggle to **LASER, 8 1/2 x 11,** or **STANDARD** to indicate the type of picking slip form you use.

18. Toggle to **YES** or **NO** to indicate whether or not you want to include kit components in picking slip sorts.

19. Toggle to **PlainPaper, 8 1/2 x 11,** or **LASER** to indicate the type of packing list form you use.

20. Toggle to **YES** or **NO** to indicate whether or not you want to print packing lists online. If you select NO, you can print packing lists only in a batch.

21. Toggle to **YES** or **NO** to indicate whether or not you want to print invoices online. If you select NO, you can print invoices only in a batch.

22. Toggle to **YES** if you want to use plain paper invoices. Toggle to **NO** if you want to use forms.

23. If you elected to use forms for invoices, toggle to **LASER, 8 1/2 x 11,** or **STANDARD** to indicate the type of invoice form you use.

24. Toggle to **YES** or **NO** to indicate whether or not you want to use prenumbered invoice forms. If you select YES, the system will overwrite invoice numbers you enter. If you select NO, the system will use the invoice numbers you enter.

25. Toggle to **YES** if you want to use plain paper for statements. Toggle to **NO** if you want to use forms.

26. If you elected to use forms for statements, toggle to **LASER, 8 1/2 x 11,** or **STANDARD** to indicate the type of statement form you use.

27. Toggle to **YES** or **NO** to indicate whether or not you want to be able to post data without printing reports.

28. Toggle to **YES** if you want to post line-item detail to General Ledger. Toggle to **NO** if you want to post only summary information.

29. Toggle to **YES** or **NO** to indicate whether or not you want to print the company name and address on plain paper forms.

30. Toggle to **YES** or **NO** to indicate whether or not you want to be able to age invoices online in the ARCUxxx (Customer) file. If you select NO, the invoices are aged when you post.

31. Toggle to **YES** or **NO** to indicate whether or not you want to apply credits to oldest items first for statements. If you select NO, unapplied credits are applied to the current bucket.

Tables

Tables store information relating to the system, data, options, and default settings.

Note

Use tables only to enter and store data. Do not delete lines or rearrange the account descriptions. The system looks for information by the position of the lines in the table. For example, in the ARGLxxx table the system always treats the account on the first line as the cash receipts account and the account on the second line as the discount account.

Many of the tables you use in the Sales Order system were set up in the Accounts Receivable system. You must set them up again in Sales Order because the two applications do not share this information. Information in Sales Order tables is stored in the SOTBxxx file. Information in Accounts Receivable tables is stored in the ARTBxxx file.

You can set up the ARGLxxx, ARPDxxx, DUNxxx, FINCHxxx, FORMxxx, and LABEL tables for individual companies and/or all companies that are in the system. You can set up one table for all the companies that are alike, and you can set up one table for each company that is different.

Note

You must enter **OWN** in the Option Table Type field in the Options and Interfaces function to be able to set up company-specific tables.

For example, you can set up table ARGL for companies that post sales order transactions to the same general ledger accounts; and you can set up table ARGLA01 for company A01, ARGLB01 for company B01, and so forth if those companies post sales order transactions to different general ledger accounts.

These tables are identified by a four- or five-character prefix and a three-character suffix. The prefix is the table name—ARGL for general ledger accounts, for example. The suffix is a company ID or a systemwide table. If you delete a company-specific table, that company uses the generic table. For example, if you delete table ARGLA01, company A01 uses the ARGL table.

The DFxxxx table (Defaults) and each Quick-Entry table (QCxxxx, QNxxxx, QRxxxx, QSxxxx, and QVxxxx) is identified by a two-character prefix and a four-character suffix. The prefix is the table name—DF for Defaults, QS for Quick-Entry Shipped Orders, and so forth. The suffix is a terminal ID, a company ID, or a systemwide table (without a suffix).

Five other quick-entry tables are set up and used in Accounts Receivable (see the *Accounts Receivable User's Manual*). You must set up the tables again if you are using Sales Order because the only tables file considered is the SOTBxxx file. Two files pertain to the Transactions function: QH1xxxx (used when you enter header information for invoices) and QH2xxxx (used when you enter header information about miscellaneous credits).

You can set up the Defaults and Quick-Entry tables for the following situations:

- Assign each table to a particular terminal. For example, you can assign table DFT001 to terminal T001.

- Assign each table to all terminals in a particular company. For example, you can assign table DFA to all terminals in company A.

- Set up each table as a general table for several companies to use. For example, you can set up table DF for the companies that use the same defaults.

If you have three companies—A01, B01, and C01—you might want the terminals in companies A01 and B01 to share table DF. You might want company C01 to have some of its terminals use a set of defaults specific to each one, while other terminals share values that are common among themselves but specific to company C01.

Companies A01 and B01 can share table DF; no table has the label DFA or DFB. Company C01 can have table DFC, to be used for the terminals in company C01 that do not need their own set of defaults. Each terminal in company C01 that needs its own set of defaults can have its own table; for example, terminal T001 has table DFT001.

Note

The system treats all terminals with the same ID the same way, so you may want to make sure that each terminal ID is unique. For example, if you have two T001 terminals, one in company A01 and one in company C01, the DFT001 table applies to both terminals regardless of the fact that they are in different companies.

When you enter or edit transactions, the system first tries to find a table with a terminal suffix specific to your terminal. If it cannot find one, it looks for a table for the company you are working in. If it cannot find one, it uses the systemwide table. For example, if you are using quick entry to enter an invoice for company A01 on terminal T001, the system first looks for QIT001. If it cannot find table QIT001, it looks for QIA. If it cannot find table QIA, it uses the systemwide table QI.

If the system cannot find any applicable table (perhaps because the systemwide table was accidentally deleted), an error message appears and you must rebuild the table.

Recurring Orders

If some individual customers or groups of customers regularly have the same billing requirements, you can set up the invoices in the SORHxxx SORLxxx, and SORDxxx files and then copy them to the SOTDxxx, SOTHxxx, and SODExxx files when they come due.

Group codes

When you set up customer records, you assigned a group code to each customer. Use the group codes to set up recurring orders for groups of customers. For example, if you bill group code 4 customers $50 every month, you enter ***4** in the Sold to field. The asterisk indicates that the entry is a group recurring order.

Run codes

The run code is a unique number that you assign to each recurring order. You copy recurring orders to the SOTDxxx and SOTHxxx files by run codes.

If you do not want to copy an entry to the SOTDxxx and SOTHxxx files after a particular date, enter a cutoff date for it.

You can use the Periodic Maintenance function (see the *Accounts Receivable User's Manual*) to purge entries from the SORHxxx and SORLxxx files by cutoff dates. Entries with a cutoff date before the date you specify are purged from the SORHxxx and SORLxxx files.

Initial Balances

After you have set up the tables and recurring orders, build the ARINxxx (Open Invoice) file to set up initial customer balances.

You can use the summary method, the detail method, or a combination of the summary and detail methods to set up the initial customer balances and open orders.

Summary method

The summary method is quicker than the detail method, but it does not provide complete sales history.

The summary method consists of the following steps:

1. Enter the unpaid finance charges and outstanding invoice amounts for the current period and the four aging periods, and enter credit and payment history (see the *Accounts Receivable User's Manual*).

2. Use the Build Open Invoice File function (see the *Accounts Receivable User's Manual*) to build an invoice for each unpaid finance charge, current amount due, and balance in an aging period.

3. Use the New Order option in the Transactions function to enter the open orders.

Detail method

The detail method provides complete sales history, but it is more time-consuming than the summary method.

The detail method consists of the following steps:

1. Enter the invoices, open orders, returned goods, and cash receipts for the current year, and post them to the appropriate periods. Use the Shipped Order option in the Transactions function to enter the invoices and the New Order option to enter open orders.

2. Use the Post Transactions function to post the transactions for shipped or verified orders. (The *Accounts Receivable User's Manual* has more information about posting.)

3. Calculate finance charges on overdue invoices (see the *Accounts Receivable User's Manual*). The customer records are updated with these amounts.

Combination method

The combination method, a blend of the summary and detail methods, is less time-consuming than the detail method and provides a fully operational ARINxxx file, but it does not provide a complete sales history.

The combination method consists of the following steps:

1. Use the Customers function (see the *Accounts Receivable User's Manual*) to enter summary balances for transactions that are no longer outstanding for the current period and for each aging period, and to enter credit and payment history. (Do not include balances you will enter in step 3.)

2. Use the Build Open Invoice File function (see the *Accounts Receivable User's Manual*) to build one invoice for each unpaid finance charge, current amount due, and balance in an aging period.

3. Enter the invoices and open orders. Use the Shipped Order option in the Transactions function to enter invoices and the New Order option to enter orders.

4. Post the transactions to the ARINxxx file.

5. Calculate finance charges on overdue invoices. The customer records are updated with these amounts.

Access Codes

To safeguard your system, prevent access by unauthorized people. Use the Resource Manager Access Codes function to set up access codes on your system. You can set up access codes for the Sales Order system itself, for menus in the system, and for individual functions. To control users' access to menus and functions, you can set up an access code for each user or group of users that performs the same functions.

A code for each company

Access codes are company-specific. When you set up an access code for a user, the code is assigned the company you are in.

Because the codes are company-specific, you must set up a code for each company a user needs to access. You can use the same code for each company so that the user does not need to remember different codes. For example, you can set up the access code CHARM for companies A01, B01, and C01 so that a user can use the same code for each company.

What should be protected

Because of the sensitive nature of some of the information in the Sales Order data files and reports, you should limit access to the functions that provide confidential information or are sensitive to change. For maximum security, protect the Sales Order application itself, each of the Sales Order menus, and the individual functions.

After you have set up your access codes, print a list of the codes and store it in a safe place.

For more information about access codes, see the *Resource Manager User's Manual.*

Backup Schedule

Plan a backup schedule before you begin day-to-day operations.

You can lose files because of disk drive problems, power surges and outages, and other unforeseen circumstances. Protect yourself against such an expensive crisis by planning and sticking to a backup schedule.

Backing up data files

Back up your Sales Order data files whenever they change—every day or every week—and before you run these functions:

- Copy Recurring Orders
- Post Transactions
- Purge Selected Files
- Purge Customer Comments

Backing up programs

Once a month or so, back up your programs. Even though these files do not change, diskettes can be damaged or deteriorate, so it pays to have a fresh copy in storage in case you need it.

Diskettes

Keep more than one set of backups in case one set is bad or damaged. Rotate the sets of backup diskettes, keeping one set off-site.

Use Resource Manager

Use the Backup function on the Resource Manager Data File Maintenance menu to back up files.

Note

You must back up all the files in the data path for a particular list of companies at once to ensure that you have up-to-date copies of the system files. Do not try to use operating system commands to back up only a few files that have been changed; if you do, your system may not work after you restore them. The Backup function backs up all the data files for a specified company in a data path at one time.

Information Inquiry 4

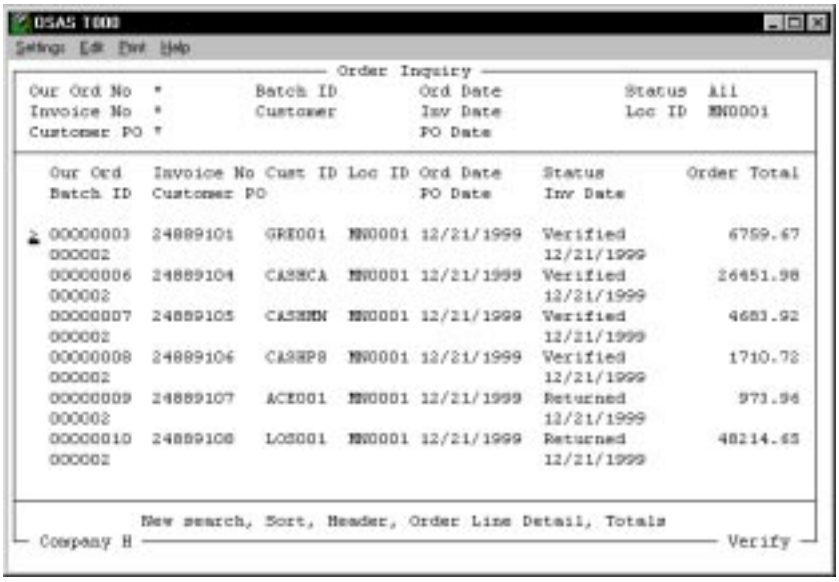
Orders 3-3

Orders

Use the Orders function to view information in the SOTDxxx and SOTHxxx (Open Order) files.

Orders Screen

Select **Orders** from the Information Inquiry menu. The function screen appears.


OSAS T000
Settings Edit Print Help
Order Inquiry
Our Ord No * Batch ID Ord Date Status All
Invoice No * Customer Inv Date Loc ID MN0001
Customer PO * PO Date
Our Ord Invoice No Cust ID Loc ID Ord Date Status Order Total
Batch ID Customer PO PO Date Inv Date
00000003 24889101 GRE001 MN0001 12/21/1999 Verified 6759.67
000002 12/21/1999
00000006 24889104 CASHCA MN0001 12/21/1999 Verified 26451.98
000002 12/21/1999
00000007 24889105 CASHMN MN0001 12/21/1999 Verified 4683.92
000002 12/21/1999
00000008 24889106 CASHP8 MN0001 12/21/1999 Verified 1710.72
000002 12/21/1999
00000009 24889107 ACE001 MN0001 12/21/1999 Returned 971.96
000002 12/21/1999
00000010 24889108 LOS001 MN0001 12/21/1999 Returned 48214.65
000002 12/21/1999
New search, Sort, Header, Order Line Detail, Totals
Company H
Verify

Field	Description
Our Ord No	Enter the sales order number of the item you want to view. You can use the * or ? wildcards.
Invoice No	Enter the invoice number for the order you want to view. You can use the * or ? wildcards.
Customer PO	Enter the customer purchase number. You can use the * or ? wildcards.

Field	Description
Batch ID	Enter the batch number for the order, or press Enter to skip this field.
Customer	Enter the ID of the customer you want to work with, or press Enter to skip this field.
Ord Date	Enter the date the item was ordered, or press Enter to skip this field.
Inv Date	Enter the invoice date, or press Enter to skip this field.
PO Date	Enter the purchase order date, or press Enter to skip this field.
Status	The system tracks orders in terms of the following statuses, which indicate where an order is in the work cycle: *new*, *picked*, *verified*, *returned*, *invoiced*, *backordered*, or *quote*. Select a status from the command bar.
Loc ID	Enter the location ID for the item, or press Enter to skip this field. (The Inquiry command is available if Sales Order is interfaced with Inventory.)

Command bar

New search, Sort, Header, Order Line Detail, Totals, Goto

To search for a new sales order, press N.

To sort the orders a different way—by our order number, customer purchase order number, invoice number, customer ID, our order date, customer purchase order date, invoice date, status, or location ID—press **S**. Then enter the number of the sort option you want to use.

To look at header information, press **H**. When you return to the header screen, you do not lose the line-item and totals entries, because you already saved them. To return to the Order Inquiry menu, press any key.

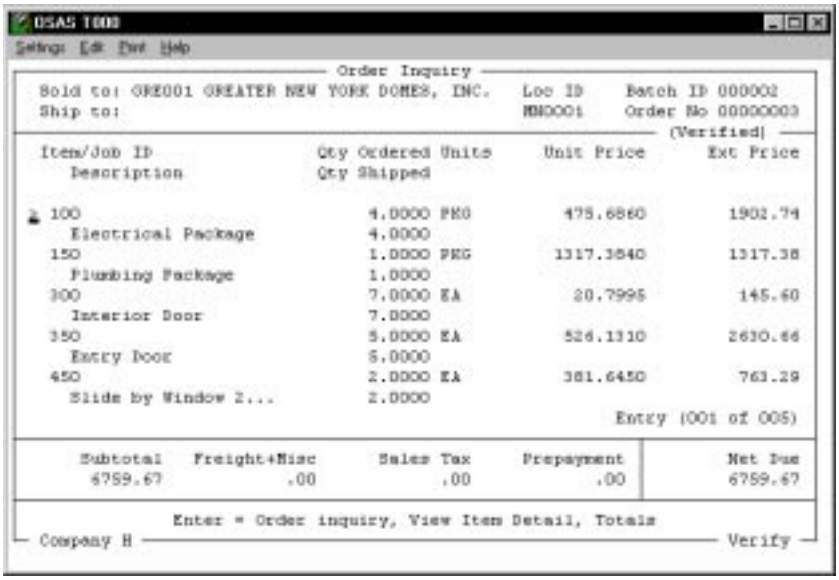
To look at specific orders by line detail, press **O**. Then see **Order line detail** below.

To look at totals for an order, press **T**. Then see **Totals** later in this section.

To go to a particular line item, press **G**. Then enter the batch and order number. (This command appears only if there is more than one screen of line items.)

Order line detail

When you select the **Order line detail** command on the Order Inquiry screen, the following screen appears:



Use the commands on the command bar to find the information you need:

Enter = Order inquiry, View Item Detail, Totals

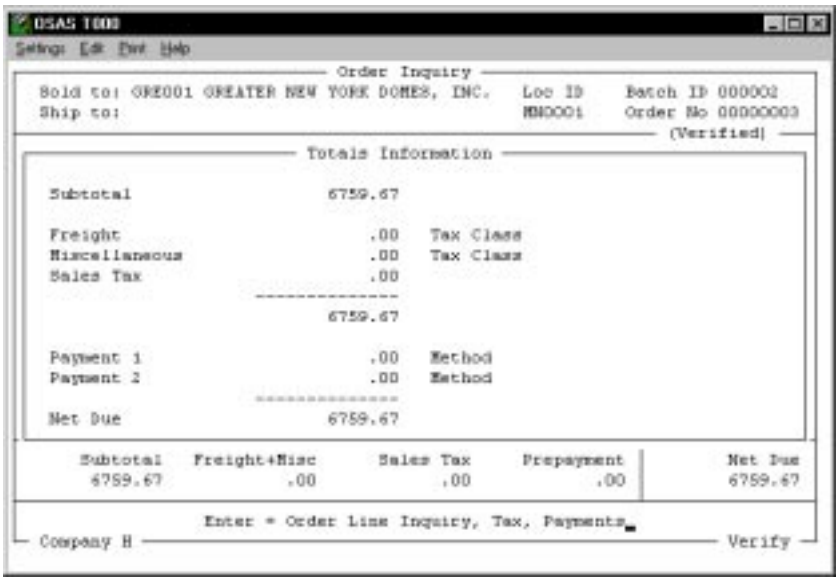
To return to the Order Inquiry screen, press **Enter**.

To view an expanded summary of a particular line item, move the prompt (>) to that line item and press **V**. Additional information about the line item appears on the Item Detail Information screen. To return to the order line detail screen, press any key.

To view totals for an order, press **T**. See **Totals** below.

Totals

When you press **T** on the Order Inquiry screen or the line detail screen, the following screen appears:



Use the commands on the command bar to find the information you need:

Enter = Order Line Inquiry, Tax, Payments

To return to the order line detail screen, press **Enter**.

To look at sales tax information, press **T**. To return to the Totals Information screen, press any key.

To look at prepayment information for the order, press **P**. To return to the Totals Information screen, press any key.

Daily Work 5

Transactions	5-3
Copy Recurring Orders	5-31
Change Batches	5-35

Transactions

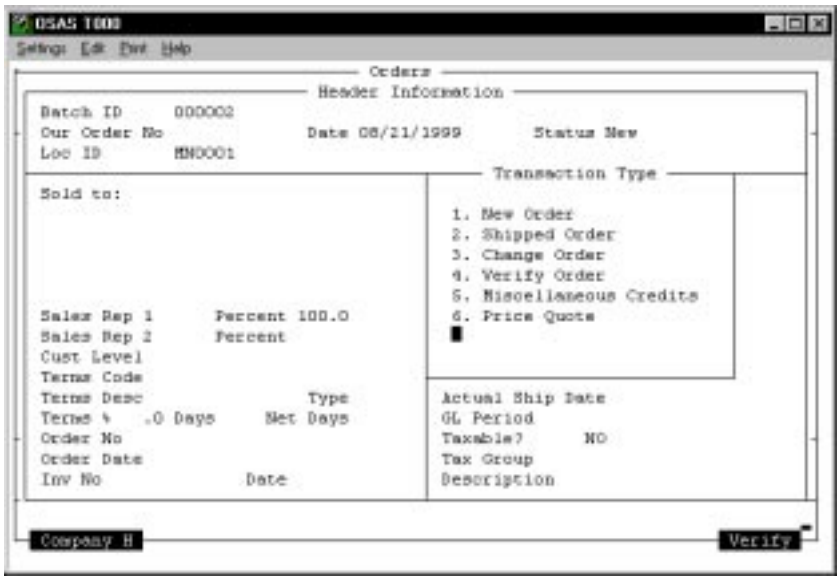
Use the Transactions function to enter new orders, shipped orders, and miscellaneous credits into the SOTDxxx and SOTHxxx (Open Order) files; change and verify orders; issue price quotes; and convert price quotes to new orders.

You can print picking slips online for a new order, or a packing list or an invoice online for a shipped order if you selected these options in the Resource Manager Options and Interfaces function.

You can print invoices online for any customer, even if the customer record does not specify that the customer receive invoices.

Transaction Type Menu

Select **Transactions** from the Daily Work menu. A menu appears.



Select the type of transaction you want to work with:

1 enter an order you have just received and need to fill

2 enter an order with items that have been sent to the customer

3 change an order regardless of its status (add, delete, and edit line items; delete entire orders; reprint online picking slips or invoices)

4 change an order from *new* or *picked* status to *verified* status

5 issue credit to customers for returned goods

6 produce professional quotes for your customers

The option you select determines which statuses are assigned to the orders.

Statuses

The system tracks orders in terms of the following statuses, which indicate where in the work cycle an order is:

- *New* status means that you entered the order but did not print a picking slip.
- *Picked* status means that you entered the order and printed a picking slip.
- A new or picked order is given *verified* status when you use the Verify Order option to enter shipped and backordered quantities for line items. When you verify an order, you can print an invoice for the order, the amount ordered is transferred to the amount shipped, and a backorder is created for the quantity of each item that cannot be shipped.
- The status of the order becomes *invoiced* when you print an invoice for a verified order.
- An order is given *returned* status when you enter a miscellaneous credit.

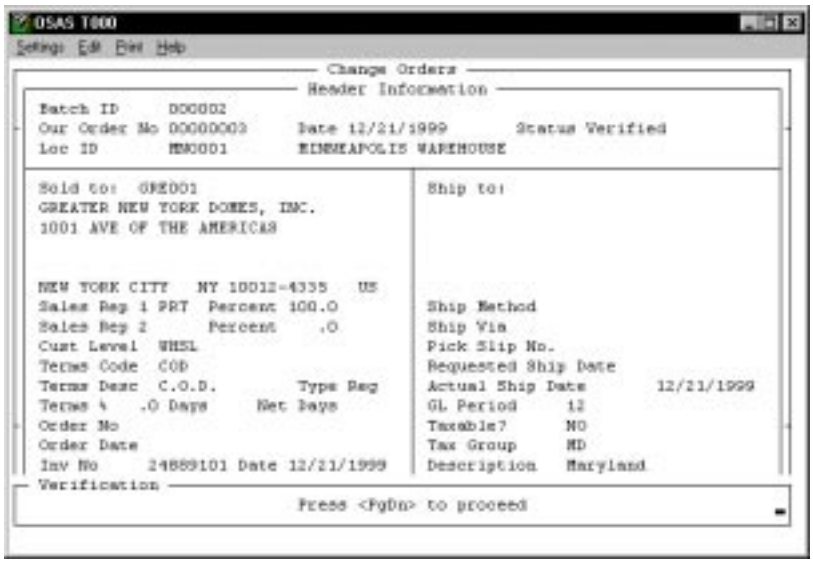
- A verified order is given *backordered* status when you backorder some of the line items and post. The backordered line items are copied to the record of the items backordered to be shipped at a later date.

  When you verify an order or enter an order as *shipped*, you can backorder items for verified or shipped orders. When you post, shipped quantities for both verified and shipped orders are posted, and the backordered quantities are moved into the ordered field with zero quantity shipped.

- A price quote is not an order and is assigned *quote* status. It is entered like an order, so you can determine and quote to the customer the price of an order. Retail prices and costs for inventory line items are displayed, so you can make sure that you will make a profit on the order. Until the customer places the order, this record is not involved in any calculation. When the customer accepts your proposal, you can convert the quote to a live order.

Orders Header Screen

After you make your selection from the Transaction Type menu, the header screen appears.



Note

Information about serialized items applies only if Sales Order is interfaced with Inventory. See the *Inventory User's Manual* for information about how to change the status of a serialized item.

If you are changing an order, you can change information that pertains to the entire order. You can change any field, but you cannot change the customer ID in the Sold to field for verified and invoiced orders. If you are changing or verifying an order that has serialized items, the status of the items is *in use*.

To delete an order that has no serialized items, use the **Delete** (**F3**) command. If you delete an order that has serialized items, the items are not deleted and their status becomes *available*.

If you are entering a new order, you are not prompted to enter a serialized item. If you are entering a shipped order that has serialized items, the status of the items is *in use*.

Field	Description
Batch ID (A6)	If you are changing or verifying an order, you are not prompted to enter a batch ID. If you elected to have the system assign batch numbers in the Resource Manager Options and Interfaces function, the batch number is displayed. Otherwise, enter the batch number for the order, or press **Enter** to skip this field.
Our Order No (A8)	This field is for all orders. If you elected in the Resource Manager Options and Interfaces function to have the system generate sales order numbers, the order number is displayed and you cannot change it. If you elected to assign sales order numbers manually, enter the number for the order.

Field	Description
Date	If you are entering the first order or return in a group, the workstation date is displayed; otherwise, the date you assigned to the last order or return is displayed. If necessary, change the date to indicate when the order was placed.
Status	The status that is displayed depends on which option you selected from the Transaction Type menu.
Loc ID (A6)	If you entered a default location ID when you set up the company, the ID is displayed. If you change the location ID, the description of the location appears for verification. If you did not enter a default location ID, enter the ID of the location for line items in the order. (The **Inquiry** and **Maintenance** commands are available if Sales Order is interfaced with Inventory.)
Sold to (A6)	Enter the ID of the customer you are selling goods to or entering credits for. If you use the **Maintenance** command, the Customers function is temporarily called up. (You cannot use the **Maintenance** command to delete customer records.) After you enter the ID, the customer's name and address appear. For a customer that is on credit hold, a message appears after you enter the ID. For a new order or a quote, you can continue entering the order (press **Enter** to remove the message), but you cannot verify it. For a shipped order for a customer on credit hold, you cannot continue entering the order.
Sales Rep 1/Percent (A3)	Accept the displayed ID of the sales rep who usually sells to the customer, or enter a different ID. Then enter the percentage of the sale that you want to base the sales rep's commission on, or press **Enter** to base the commission on 100 percent of the sale. If you are returning goods, enter the commission percentage the sales rep received on the original order.

Field	Description
Sales Rep 2/Percent (A3)	Enter the ID of the second sales rep receiving a commission on the sale, or press **Enter** to skip this field. Then enter the percentage of the sale that you want to base the sales rep's commission on. The sum of the commission percentages cannot exceed 100.
Cust Level (A6)	If you assigned a customer level in the customer record, it is displayed. Accept it, or enter a different customer level. (The Inquiry and Maintenance commands are available if Sales Order is interfaced with Inventory.)
Terms Code (A6)	Accept the displayed terms code, or enter a different code. If you use the **Maintenance** command, the Terms Codes function is temporarily called up. After you enter the code, the description and percent for the payment terms of the order appear.
Order No (A25)	To identify the transaction, enter the customer's purchase order number, or press **Enter** to skip this field.
Order Date	If you entered an order number, enter the date the customer placed the order.
Inv No (A8)	If you assigned an invoice number to the transaction, enter the number. If you print the invoice online for shipped orders, the number you enter here is used for the invoice number. If you use the Print Invoices function instead, a different number is assigned to the invoice.
Inv Date	If you entered an invoice number, enter the invoice date.
Ship to (N6)	Enter the shipping address code. If you use the **Maintenance** command, the Ship-to Addresses function is temporarily called up. After you enter the code, the address appears if the code is in the ARSAxxx (Ship-to Address) file; accept it, or enter a different address.

Field	Description
	You can skip the Ship to field and still enter shipping information in the fields immediately following it. You can enter four lines of address information (A30 each), a city (A15), a state (A2), a zip code (A12), and a country code (A2). You might want to enter information in these fields if the ship-to code is not on file and you do not want it on file, but you still want to enter shipping information for the transaction.
Ship Method (A6)	Enter the code for the shipping method.
Ship Via (A20)	If you entered a shipping code, the means of shipment is displayed. Accept it, or enter a different means. If the shipping code you entered is not on file, enter the means of shipment.
Pick Slip No (N6)	If you assigned a picking slip number to the order, enter it or press **Enter** to skip this field. The picking slip number is a useful way of keeping track of goods shipped from more than one location.
Requested Ship Date	Enter the date the customer requested the order to be shipped, or press **Enter** to skip this field.
Actual Ship Date	Enter the date the order was shipped. If the order has not been shipped, press **Enter** to skip this field.
GL Period	Press **Enter** if you want to post the transaction to the displayed period, or enter a different period. If you enter an order in one period and then ship it in a different period, the GL period is adjusted accordingly.
Taxable?	If any part of the transaction is taxable, enter **Y**; if not, enter **N**.

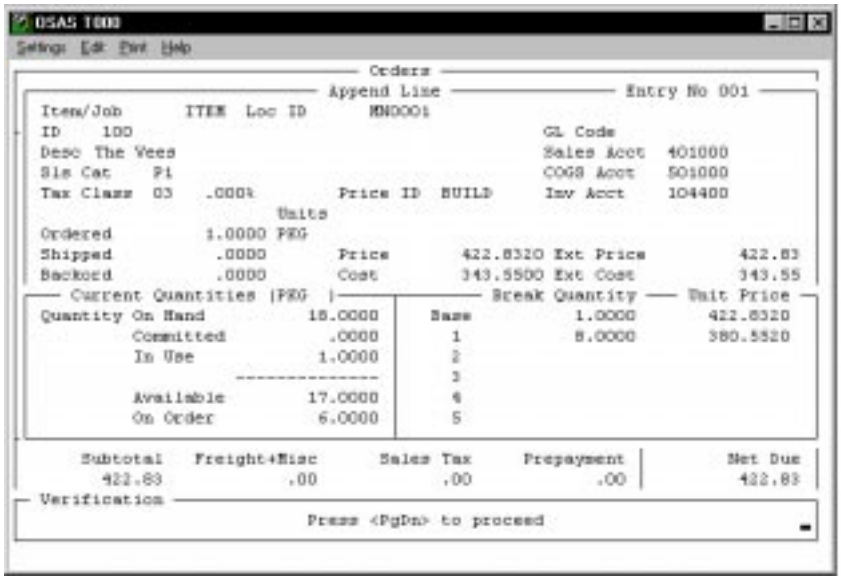
Field	Description
Tax Group (A6)	Enter the group where the tax is to be applied—even if the transaction is not taxable. If you use the **Maintenance** command, the Tax Groups function is temporarily called up (see the *Resource Manager User's Manual*). After you enter the tax group, the description of the group appears.
Description	Accept the displayed description of the tax group, or enter a different description.

When you save the header information (**PgDn**), the line-item entry screen appears.

Line-Item Entry Screen

The line-item entry screen appears for one of three reasons:

- You are entering a new or shipped order, miscellaneous credits, or a price quote and have finished entering header information.
- You use the **Append** command on the command bar to add an item to the end of the list.
- You use the **Edit** command on the command bar to edit an item in the list. If you use this command, the line-item entry screen is titled Edit Line instead of Append Line.

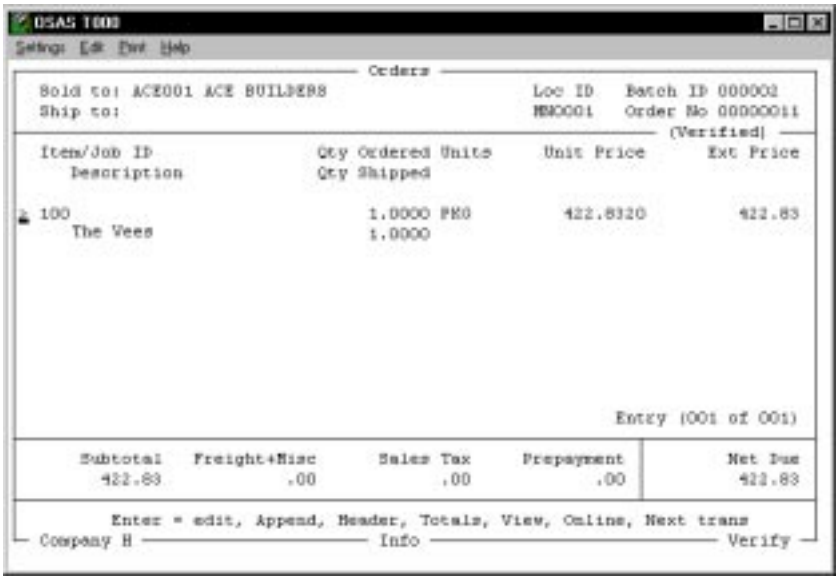


Field	Description
Item/Job ID	Enter the ID of the item you want.
Desc	The description of the item is displayed.
Additional Desc (A35 each)	If you elected in the Resource Manager Options and Interfaces function to enter additional descriptive text about line items when you enter invoices, the Additional Description Lines window appears when you press **Enter** in the Desc field. You can enter 10 lines of additional text, or press **Enter** to skip this field. When you are finished entering text, press **Enter** at a blank line. The text is saved and you are returned to the line-item entry screen.

Field	Description
Sls Cat	The sales category refers to an inventory item. Enter a sales category, or press **Enter** to skip this field. (The **Inquiry** and **Maintenance** commands are available if Sales Order is interfaced with Inventory.)
Tax Class	If the order is for one customer, the sales tax code you assigned in the customer record is displayed. If the order is for a group of customers, this field is blank. Accept the displayed value, or enter a different value. (The **Inquiry** and **Maintenance** commands are available if Sales Order is interfaced with Inventory.)
Price ID	Enter the price ID for the item. (The **Inquiry** command is available if Sales Order is interfaced with Inventory.)
GL Code	The GL code identifies the pairs of general ledger sales and cost-of-goods-sold (COGS) accounts to use for a line of an entry. (The codes are set up in the GL Codes function.) If you entered a GL code in the DFxxxx table, the code is displayed. (The **Inquiry** and **Maintenance** commands are available if Sales Order is interfaced with Inventory.)
Sales Acct/COGS Acct/Inv Acct (A12) each	If you entered a GL code, the sales and COGS accounts are displayed. The inventory account is displayed from the ARGLxxx table. Accept each displayed account number. (The **Inquiry** command is available if Sales Order is interfaced with General Ledger.)
Ordered	Enter the number of units that were ordered. (If Purchase Order is installed, you can use the Shift F3 command to generate a purchase requisition. This information is stored in the Generate Orders function in Purchase Order.)

Field	Description
Units (A5)	Enter the type of unit the item is sold by—for example, **EACH** if it is sold individually. (The **Inquiry** and **Maintenance** commands are available if Sales Order is interfaced with Inventory. If Purchase Order is installed, you can use the Shift F3 command to generate a purchase requisition. This information is stored in the Generate Orders function in Purchase Order.)
Price/Cost	Enter the item's unit price. The unit cost is displayed.
Shipped	If you are entering a quote or a new order, you cannot enter anything in this field until the order is copied. Otherwise, enter the number of items that were shipped. (If Purchase Order is installed, you can use the Shift F3 command to generate a purchase requisition. This information is stored in the Generate Orders function in Purchase Order.)
Backord	If you are entering a quote or a new order, you cannot enter anything in this field until the order is copied. Otherwise, enter the number of backordered items. (If Purchase Order is installed, you can use the Shift F3 command to generate a purchase requisition. This information is stored in the Generate Orders function in Purchase Order.)
Ext Price/Ext Cost	The order's total price (the quantity ordered times the unit price) is displayed, and the order's total cost (the quantity ordered times the unit cost) is displayed.

When you exit from the line-item entry screen, the following screen appears:



Field	Description
Item/Job ID	The item or job ID is displayed.
Description	The description of the item or job is displayed.
Qty Ordered Units	Enter the number of units the customer ordered.
Qty Shipped	The quantity shipped is displayed.
Unit Price	The unit price is displayed.
Ext Price	The extended price is displayed.

Command bar

Enter = edit, **Append**, **Header**, **Totals**, **View**, **Online**, **Pack, Next trans**

To edit a line item, move the prompt (>) to the line item and press **Enter**. (You cannot change the Batch ID and Loc ID fields.)

To add a line item to the end of the list of line items, press **A**.

To return to the header screen, press **H**. When you return to the header screen, you do not lose the line-item and totals entries, because you already saved them.

To enter or edit totals associated with the order, press **T**.

To look at an expanded summary of the line item, move the prompt (>) to the line item, and press **V**. Additional information about the line item, such as the general ledger account and description, quantities ordered and shipped, and price and cost information, appears on the View Line screen. Press any key to return to the Orders screen.

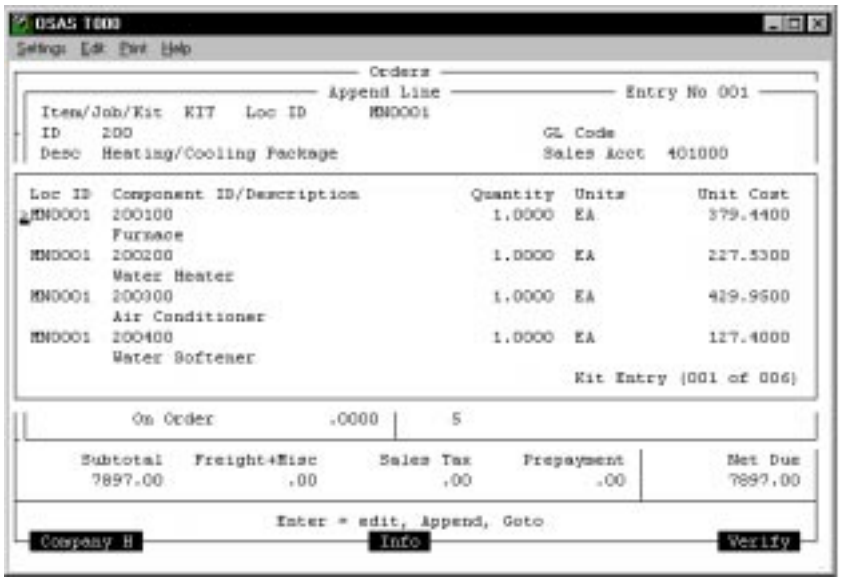
To print picking slips, invoices, or quotes online, press **O**. (This command is available only if you elected to print online in the Resource Manager Options and Interfaces function.) Then see **Online picking slips** and/or **Online invoices or quotes** later in this section.

To print packing lists online after an order has been shipped and has *verified* or *invoiced* status, press **P**. (This command is available only if you elected to print online in the Resource Manager Options and Interfaces function.) Then see **Online packing lists** later in this section.

To finish with the transaction on the screen and move to a blank header screen, press **N**.

Entering kit line items

If you are adding or editing a kit, the following prompt appears when you approve your entries on the line-item entry screen: **Edit Kit?** If you enter **Y**, the following window appears:



Enter = edit, Append, Goto

To edit a kit, move the prompt (>) to the line item and press **Enter**.

To append a kit, press **A**.

To go to a particular line item, press **G**. Then enter the line number. (This command appears only if there is more than one screen of line items.)

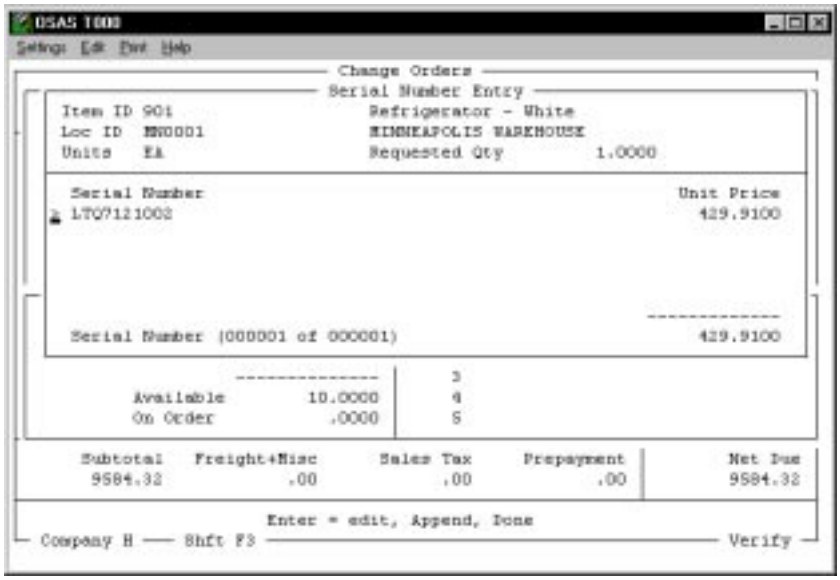
Field	Description
Loc ID (A6)	Enter or change the location ID for the component.

Field	Description
Component ID/ Description (A20) (A35)	Enter or change the component ID and Description.
Quantity	Enter or change the quantity of the component.
Units (A5)	Enter or change the unit of measure of the component.
Unit Cost	Enter or change the unit cost of the component.

When you are finished entering or editing information about the kitted item, exit (**F7**) to the line-item entry screen.

Entering serialized items

If you entered a serialized item ID, the following window appears when you press **PgDn** in the Append Line window:


DSA5 T000
Settings Edit Font Help
Change Orders
Serial Number Entry
Item ID 901 Refrigerator - White
Loc ID MN0001 MINNEAPOLIS WAREHOUSE
Units EA Requested Qty 1.0000
Serial Number Unit Price
LTO7121002 429.9100
Serial Number (000001 of 000001) 429.9100
Available 10.0000
On Order .0000
Subtotal Freight+Misc Sales Tax Prepayment Net Due
9584.32 .00 .00 .00 9584.32
Enter = edit, Append, Done
Company H Shft F3 Verify

Enter = edit, Append, Done

To edit a serial number, move the prompt (>) to the line item and press **Enter**.

To append a serial number, press **A**.

To exit from the window, press **D**.

Field	Description
Serial Number (A35)	Enter the serial number of each unit. You must enter an *available* serial number. To return items, you must enter in-use items. The status of those items then becomes *available*. (You cannot return available items.) To enter fewer serial numbers than the original quantity shipped, enter as many serial numbers as you want. Then exit (**F7**) to the Orders screen (see **Orders Screen** later in this section). A message informs you that the quantity shipped will be adjusted to a new value. Use the **Proceed** (**PgDn**) command to change the quantity shipped to the new value and to backorder the remaining order quantity.
Unit Price/Unit Cost	The Unit Price and Unit Cost fields for serialized items are the same as the Price and Cost fields for nonserialized items.
Serial Number (*n* of *m*)	A running total of the serial numbers you entered is displayed.

After you enter the information for the last serial number or when you exit from the Serial Number Entry window, a blank line-item entry window appears. Enter another line-item, or exit (**F7**) to the Orders screen (see **Orders Screen** later in this section).

Appending serialized numbers

If you have serialized items, the Append or Edit Serial Number window appears when you finish entering information in the Serial Number Entry window.

Field	Description
Serial No	Enter the serial number of the item.
Orig Qty	The original quantity ordered for the item is displayed.
Cost	The cost of the item is displayed.
Fulfill Qty	The quantity needed to fulfill the order is displayed.
Price	Enter the price of the item.
Backord Qty	The backordered quantity is displayed.
Comment	Enter a comment about the item.

Press **F7** to return to the Serial Number Entry window.

Miscellaneous credits

If you are returning goods for which you need to add or change line-item information, you can do one of two things:

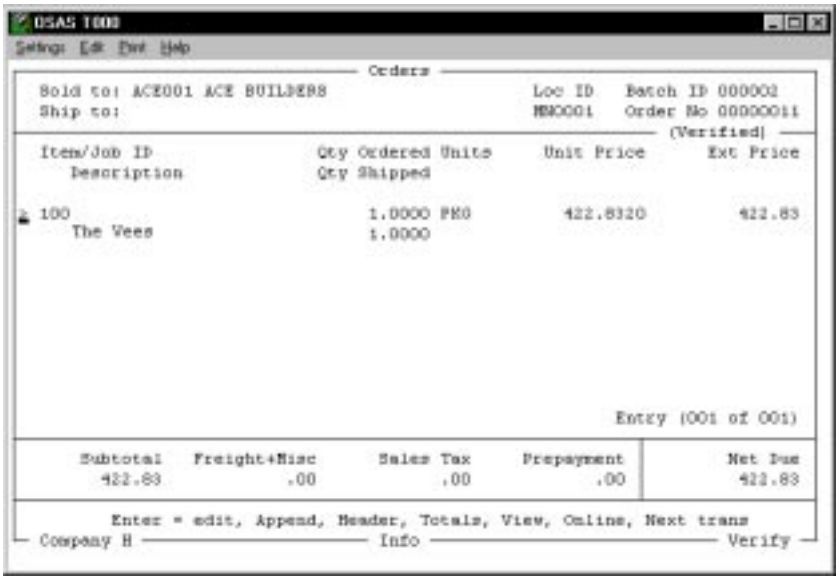
- If the item is a serialized inventory item or if Sales Order is not interfaced with Inventory, enter the item's unit cost on the Edit Item screen.
- If the item is a nonserialized inventory item and Sales Order is interfaced with Inventory, accept the displayed average cost, or enter a different cost on the Edit Item screen.

The returned goods update the Inventory item record by the average cost. That cost in turn becomes the last-in cost.

Orders Screen

The Orders screen is divided into these sections:

- Information from the header screen is summarized at the top of the screen.
- The line-item entry area or the line-item scroll region is in the middle of the screen.
- The order totals are displayed at the bottom of the screen.



Enter = edit, **Append**, **Header**, **Totals**, **View**, **Goto, Online**, **Pack**, **Next trans**

To edit a line item, move the prompt (>) to the line item and press **Enter**. To add a line item to the end of the list of line items, press **A**. Then see **Line-Item Entry Screen** earlier in this section.

To return to the header screen, press **H**. When you return to the header screen, you do not lose the line-item and totals entries, because you already saved them.

To enter or edit totals associated with the order, press **T**. Then see **Totals information** below.

To look at an expanded summary of the line item, move the prompt (>) to the line item, and press **V**. Additional information about the line item, such as the general ledger account and description, quantities ordered and shipped, and price and cost information, appears on the View Line screen. Press any key to return to the Orders screen.

To go to a particular line item, press **G**. Then enter the line number. (This command appears only if there is more than one screen of line items.)

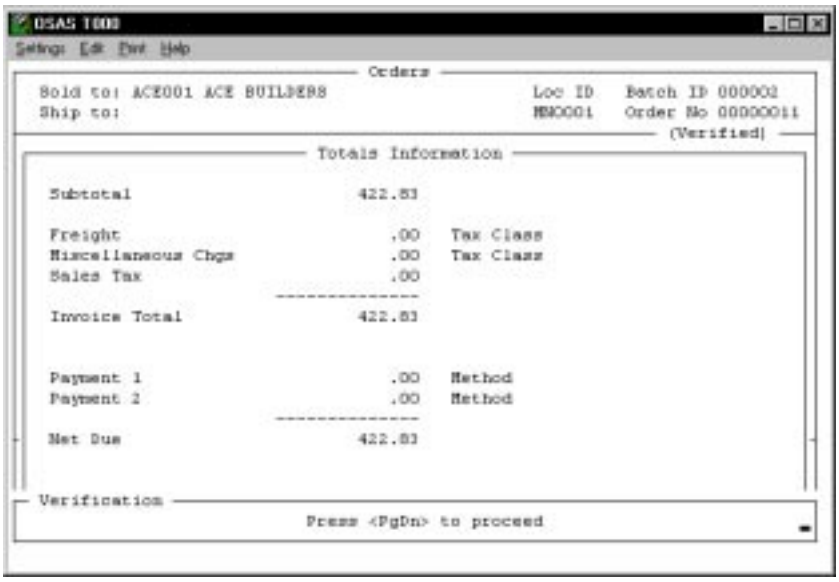
To print picking slips, invoices, or quotes online, press **O**. (This command is available only if you elected to print online in the Resource Manager Options and Interfaces function.) Then see **Online picking slips** or **Online invoices or quotes** later in this section.

To print packing lists online, press **P**. Then see **Online packing lists** later in this section.

To finish with the transaction on the screen and move to a blank header screen, press **N**. Then see **Orders Header Screen** earlier in this section.

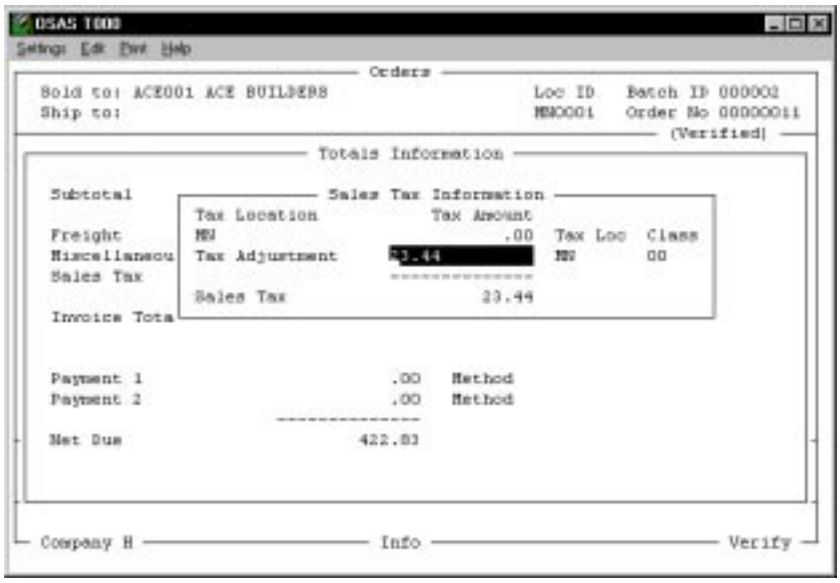
Totals information

When you press **T** to work with the transaction totals, press **N** to enter another transaction, or exit from the Transactions function, the Totals Information screen appears.



Field	Description
Subtotal	The subtotal for the order is displayed.
Freight	Enter the shipping charges to add to the order.
Tax Class (N2)	Enter the tax class for the freight charge. You can enter a value in this field only if you elected to tax freight in the Tax Locations function (see the *Resource Manager User's Manual*).
Miscellaneous Chgs	Enter the miscellaneous charges (for example, handling).

Field	Description
Tax Class (N2)	Enter the tax class for the miscellaneous charges. You can enter a value in this field only if you elected to tax miscellaneous charges in the Tax Locations function (see the *Resource Manager User's Manual*).
Sales Tax	The sales tax is displayed. If you change the sales tax, a window appears:



Field	Description
Tax Location	The tax location is displayed.
Tax Adjustment	The sales tax adjustment is displayed.
Tax Amount	The tax amount is displayed.
Tax Loc	Accept the displayed tax location, or enter a different tax location.

Field	Description
Class	Accept the displayed tax class, or enter a different tax class.
Sales Tax	The total sales tax is displayed.

When you approve your entries (**PgDn**), the cursor returns to the Totals Information screen.

Invoice Total	The total amount of the invoice (the subtotal plus the freight charges, sales tax, miscellaneous charges, and tax adjustment) is displayed.
Payment 1/Method	Enter the amount of the payments.
Payment 2/Method	For a check, you are prompted to enter the check number (N6). For a credit card, enter the card number (A20) and name (A25), the expiration month/year, and the authorization number (A6). For cash, a write-off, or some other method of payment that is not a check or credit card, enter a memo line.
Net Due	The total amount of the invoice, after prepayments are subtracted, is displayed.

Online picking slips

The Online Picking Slips screen appears if you enter **Y** at the prompt that appears (if you elected to print picking slips online in the Resource Manager Options and Interfaces function) when you press **O** on the Orders screen.

Note

You cannot print a picking slip for a customer that is on credit hold.

1. Enter the number (N6) you want on the slip, or accept the number that is displayed if you entered a shipping number when you entered the order. The shipping number on the order is updated by the slip number you enter. The system date is used for the picking slip.

2. If you want the picking slip to include the additional descriptions, enter **Y**; if not, enter **N**.

3. If you want the picking slip to include kit information, press **K**. If you want to print component information, press **C**. If you want to print both kit and component information, press **B**.

4. If you do not want to print an alignment character to make sure that the forms are lined up, enter **N**. If you want to print an alignment character, enter **Y**. (This step does not apply and this prompt does not appear if you are printing picking slips on plain paper.)

5. Select the output device.

6. If you elected to file the form or if you did not elect to print an alignment character, the **Reprint Picking Slip** prompt appears.

   If the picking slip was printed correctly, enter **N**. A blank header screen appears. Enter a new transaction, or exit to the Daily Work menu.

   If the picking slip was not printed correctly, enter **Y**. The cursor goes to the Slip No field, where the picking slip number is displayed. Reprint the picking slip, following the above procedures.

   To reprint a picking slip that you printed online, you must use the **Online** command on the Orders screen. Specify the first invoice as the last good slip number. You cannot reprint picking slips that you printed through the Picking Slips function.

Online invoices or quotes

The Online Invoicing or Online Quotes screen appears if you are working with a shipped order or a price quote, press **O** on the Orders screen, and enter **Y** at the prompt that asks whether you want to print the invoice or quote online (if you elected to print invoices or quotes online in the Resource Manager Options and Interfaces function).

1. Enter the invoice or quote number (A8), or accept the displayed number. If you are printing an invoice or a quote you did not assign a number to, the system date is used as the date.

2. If you want to print a message on the invoice, enter it (A48).

3. If you want the invoice or quote to include the additional descriptions, enter **Y**; if not, enter **N**.

4. If you want the invoice or quote to include kit detail, enter **Y**; if not, enter **N**.

5. If you do not want to print an alignment character to make sure that the forms are lined up, enter **N**. If you want to print an alignment character, enter **Y**. (This step does not apply and this prompt does not appear if you are printing invoices on plain paper.)

6. Select the output device.

7. If you elected to file the form, if you elected not to print an alignment character, or after the invoice or quote is printed, the **Reprint Invoice** prompt appears. If you enter NO, you are returned to the Orders screen.

   If the invoice or quote was not printed correctly, enter **Y**. The cursor goes to the invoice number field, where the invoice or quote number is displayed. Reprint the invoice or quote, following the above procedures.

Online packing lists

The Online Packing Lists screen appears if you enter **Y** at the prompt that appears (if you elected to print packing lists online in the Resource Manager Options and Interfaces function) when you press **P** on the Orders screen.

1. If you want the packing list to include additional descriptions, enter **Y**; if not, enter **N**.

2. If you want the packing list to include kit information, press **K**. If you want to print component information, press **C**. If you want to print both kit and component information, press **B**.

3. If you do not want to print an alignment character to make sure that the forms are lined up, enter **N**. If you want to print an alignment character, enter **Y**. (This step does not apply and this prompt does not appear if you are printing packing lists on plain paper.)

4. Select the output device.

5. If you elected to file the form or if you did not elect to print an alignment character, the **Reprint Packing List** prompt appears.

   If the packing list was printed correctly, enter **N**. A blank header screen appears. Enter a new transaction, or exit to the Daily Work menu.

   If the packing list was not printed correctly, enter **Y**. The cursor goes to the Print Additional Descriptions field. Reprint the packing list, following the above procedures.

   To reprint a packing list that you printed online, you must use the **Online** command on the Orders screen. Specify the first invoice as the last good number. You cannot reprint packing lists that you printed through the Packing List function.

Online Invoice Totals screen

The Online Invoice Totals screen appears when you are finished entering orders and printing invoices and exit from the Orders screen.

When you are finished looking at the invoice totals, exit to the Daily Work menu. The invoice numbers and dates are updated for the invoices you printed online.

Copy Recurring Orders

Use the Copy Recurring Orders function to copy orders in the SORDxxx and SORHxxx (Recurring Order) files to the SOTDxxx and SOTHxxx (Open Order) files when the recurring orders come due. The orders are copied as *new* orders and are treated like any other transaction—you can change them and print a picking slip, a packing list, and an invoice for them.

Before you copy recurring orders, print the Recurring Orders List (ch. 8, sec. 1) and back up your data files.

Copy Recurring Orders Screen

Select **Copy Recurring Orders** from the Daily Work menu. The function screen appears.

1. Enter the range of run codes whose recurring orders you want to copy (A2).

2. Press **Enter** to copy the orders to the displayed period, or enter a different period (1–13).

3. When you entered recurring orders, you might have entered cutoff dates for them. Accept the system date as the cutoff date, or enter a different date. (The ship date on the order is updated with the system date.) Orders that have cutoff dates before the date you enter here will not be copied to the SOTDxxx and SOTHxxx files.

4. If you elected to assign sales order numbers in the Resource Manager Options and Interfaces function, enter the first order number to use for the recurring orders. To prevent organization problems, enter leading zeros to right-justify the numbers.

   If you elected to have the system generate sales order numbers, the number of the first order that the recurring orders will be copied to is displayed and you cannot change it.

5. Enter the ID of the batch to copy to (A6). If you use the **Maintenance** command, the Batch Control function is temporarily called up.

   This field does not appear if you elected not to use batching in the Resource Manager Options and Interfaces function.

6. Select the output device.

A sample Copy Recurring Orders Log is at the end of this section.

After the entries are copied and the log is produced, the Daily Work menu appears.

Copy Recurring Orders Log

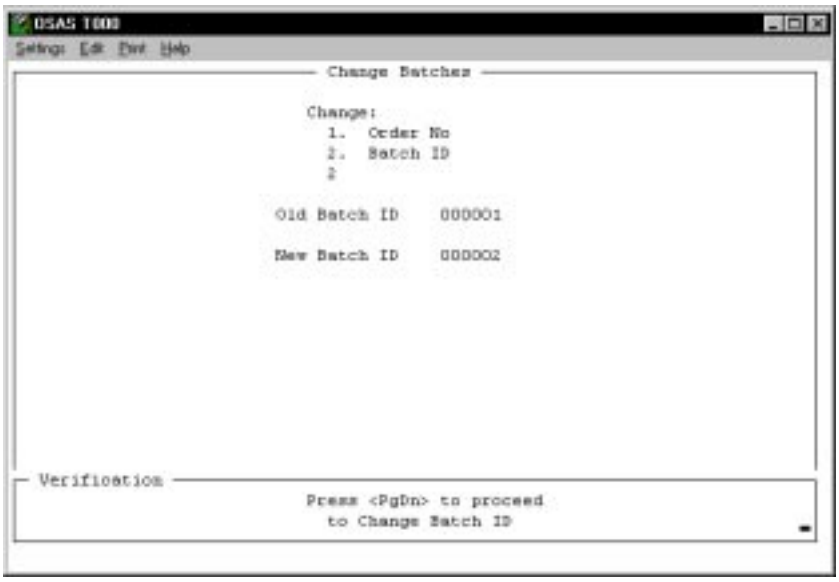
```
06/14/1999                    Builders Supply                      PAGE   1
10:07 AM                  Copy Recurring Orders Log
Cutoff Date 06/14/1999           All Run Codes
                                 Batch ID 000001

From     To                                                 Customer       Order
Ord No   Ord No Entry Description                             ID          Amount

00004600 00000007 001 ELECTRICAL PACKAGE                    ACE001      28500.00
00004600 00000007 002 HEATING/COOLING PACKAGE               ACE001       8215.00
00004600 00000007 003 EXTERIOR PANELS                       ACE001      16110.00
00004600 00000007 004 INTERIOR MATERIALS                    ACE001       4950.00
00004600 00000007 999 (Subtotal, Tax, Freight, Misc.)       ACE001      57790.00

00004601 00000008 001 INTERIOR MATERIALS                    DAL001      24300.00
00004601 00000008 002 INTERIOR DOOR                         DAL001        750.00
00004601 00000008 003 ENTRY DOOR                            DAL001       6720.00
00004601 00000008 004 SLIDE BY WINDOW 24" x 40"             DAL001       4000.00
00004601 00000008 005 MILLWORK PACKAGE                      DAL001      15100.00
00004601 00000008 006 STANDARD WINDOW 24" X 40"             DAL001       4200.00
00004601 00000008 999 (Subtotal, Tax, Freight, Misc.)       DAL001      55120.00

00004603 00000009 001 ELECTRICAL PACKAGE                    LOS001       2850.00
00004603 00000009 002 PLUMBING PACKAGE                      LOS001       7900.00
00004603 00000009 003 HEATING/COOLING PACKAGE               LOS001       4929.00
00004603 00000009 004 EXTERIOR PANELS                       LOS001       8055.00
00004603 00000009 999 (Subtotal, Tax, Freight, Misc.)       LOS001      23734.00

00004620 00000010 001 ELECTRICAL PACKAGE                    KAN001       2500.00
00004620 00000010 002 ENTRY DOOR                            KAN001       2800.00
00004620 00000010 003 SLIDE BY WINDOW 24" x 40"             KAN001       2000.00
00004620 00000010 999 (Subtotal, Tax, Freight, Misc.)       KAN001       7300.00

00004700 00000011 001                                       ACE001        500.00
00004700 00000011 999 (Subtotal, Tax, Freight, Misc.)       ACE001        548.00




From     To                                                 Customer       Order
Ord No   Ord No Entry Description                             ID          Amount

SERVICE  00000018 999 (Subtotal, Tax, Freight, Misc.)       SUN001         43.00

SERVICE  00000019 001 Service charge for use of 800 line    TEN001         43.00
SERVICE  00000019 999 (Subtotal, Tax, Freight, Misc.)       TEN001         43.00


    27 lines copied.                      Grand total              158212.00

 End of Report
```

Change Batches

Use the Change Batches function to change batch numbers for orders, cash receipts, and additioanl descriptions.

Change Batches Screen

Select **Change Batches** from the Daily Work menu. The function screen appears.



1. Select the kind of information you want to change: order number or batch ID.
2. Enter the batch ID you are working with (A6).
3. If you elected to work with an order number, enter the number (A4).
4. Enter the new batch ID (A6). If you did not specify an order number, you are replacing the old batch ID with this one.

When you use the **Proceed (PgDn)** command, the Daily Work menu appears.

Transaction Reports 6

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Packing List	6-11
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Backorder Allocation Report	6-29
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Picking Slips

A picking slip lists the items and quantities that are needed to fill an order. If an entire order cannot be filled, the stockroom worker can write on the picking slip the quantity of each item that must be backordered. Then the original order is verified against the picking slip.

Picking Slips Screen

Select **Picking Slips** from the Transaction Reports menu. The function screen appears.

1. If you have entered all the sales orders, enter **Y**; if not, enter **N**. If you enter N, you are prompted to exit from the function.

2. Enter the numbers of the batches (A6) you want to print. You can enter a maximum of 50 batches for one run.

If you elected not to use batch processing in the Resource Manager Options and Interfaces function, the Batches to Print field does not appear.

3. Select the type of orders you want to produce picking slips for. To reprint picking slips you printed online, select **A List of Orders**.

   You cannot print picking slips for quotes or returned goods.

   You can print picking slips for orders from customers that are on credit hold only if you elect to print picking slips for a list of customers. A warning message appears, but you can still print the picking slips.

4. Enter the number of the first picking slip.

5. If you are reprinting picking slips (for example, because the printer jammed), enter the number of the last form that was printed correctly (N6). If you want to start over, press **Enter**.

   Each batch of picking slips is temporarily stored in the SOSLxxx (Picking Slips Restart) file. If you want to reprint a batch of picking slips, you must do it before you print any other slips. In addition, you must use the same options you originally used to print the slips. For example, if the printer jammed while you were printing slips for *new* orders, print slips for *new* orders before you print slips for other orders.

6. If you want to print additional descriptive text on the picking slips, enter **Y**; if not, enter **N**.

7. If you want the picking slip to include kit information, press **K**. If you want to print component information, press **C**. If you want to print both kit and component information, press **B**.

8. Select the output device.

9. If you elect to print the forms, an alignment character is printed in the form's top right-hand corner. If the X is not centered in the alignment box (or if the Xs are not aligned in the grid on laser forms), adjust the form and enter **N**. The alignment character is printed again. Continue this procedure until the form is aligned; then enter **Y** to print the invoices, credit memos, and quotes.

   If you are printing picking slips for a list of orders, the Print Picking Slips for a List of Orders window appears. Enter the number of the first order you want to print a picking slip for. When you press **Enter**, another highlighted box appears. Continue entering order numbers. When you are finished, print the picking slips (**PgDn**).

A sample picking slip is at the end of this section.

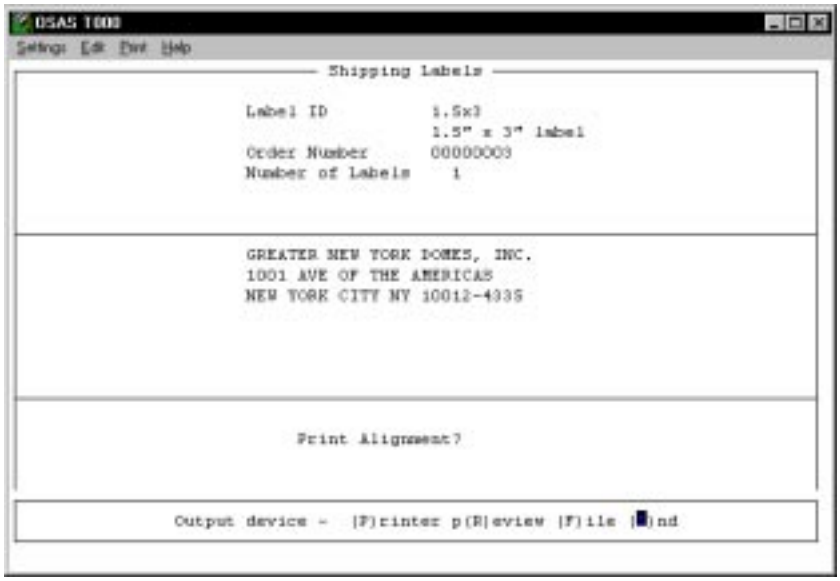
After the slips are printed, the Transaction Reports menu appears.

Shipping Labels

Use the Shipping Labels function to print shipping labels with the format you set up in the Shipping Label Setup function.

Shipping Labels Screen

Select **Shipping Labels** from the Transaction Reports menu. The function screen appears.



1. Accept the displayed label ID, or enter a different ID.

2. Enter the order number for the shipping label you want to print. The name and address that will be printed are displayed for verification. If you do not enter an order number, you must manually enter the name and address.

3. Enter the number of labels you want to print.

4. If you want to print an alignment character, enter **Y**; if not, enter **N**.
5. Select the output device.

Sample shipping labels are at the the end of this section.

After the labels are printed, the Transaction Reports menu appears.

Shipping Labels

```
BUILDERS SUPPLY
7626 GOLDEN TRIANGLE DR.
EDEN PRAIRIE MN 55344-3732
612-829-0011

Pick Slip No.
Order No.   00000003

Ship Date 12/21/1999
GRE001        100-555-0011
001 of 004

   GREATER NEW YORK DOMES, INC.
   1001 AVE OF THE AMERICAS
   NEW YORK CITY NY 10012-4335

BUILDERS SUPPLY
7626 GOLDEN TRIANGLE DR.
EDEN PRAIRIE MN 55344-3732
612-829-0011

Pick Slip No.
Order No.   00000003

Ship Date 12/21/1999
GRE001        100-555-0011
002 of 004

   GREATER NEW YORK DOMES, INC.
   1001 AVE OF THE AMERICAS
   NEW YORK CITY NY 10012-4335

BUILDERS SUPPLY
7626 GOLDEN TRIANGLE DR.
EDEN PRAIRIE MN 55344-3732
612-829-0011
Pick Slip No.
Order No.   00000003

Ship Date 12/21/1999
GRE001        100-555-0011
003 of 004

   GREATER NEW YORK DOMES, INC.
   1001 AVE OF THE AMERICAS
   NEW YORK CITY NY 10012-4335

BUILDERS SUPPLY
7626 GOLDEN TRIANGLE DR.
EDEN PRAIRIE MN 55344-3732
612-829-0011

Pick Slip No.
Order No.   00000003
```

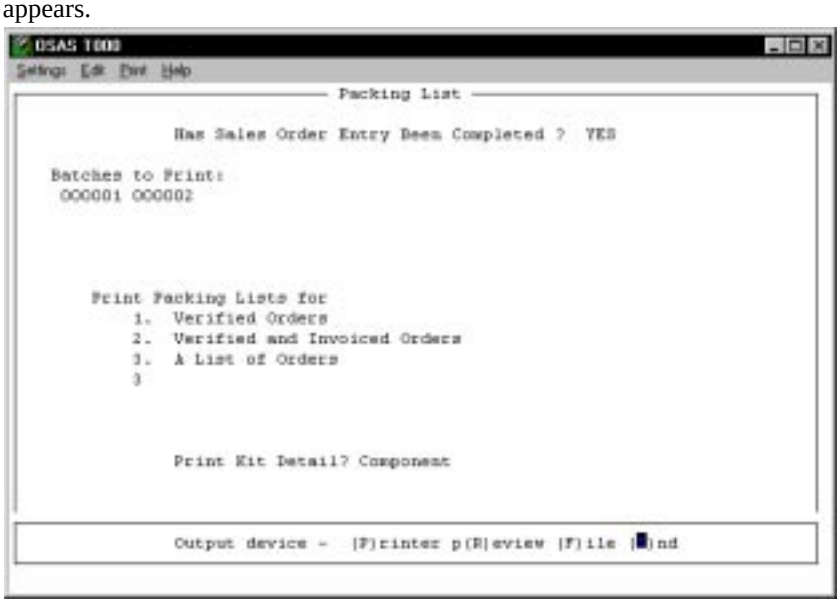
Packing List

Use the Packing List function to print packing lists for orders generated through the Transactions function with *verified* or *invoiced* statuses.

Packing lists are similar to picking slips, but they include the quantity shipped and backordered.

Packing List Screen

Select **Packing List** from the Transaction Reports menu. The function screen appears.



1. If you have entered all the sales orders, enter **Y**; if not, enter **N**. If you enter N, you are prompted to exit from the function.

2. Enter the numbers of the batches (A6) you want to print. You can enter a maximum of 50 batches for one run.

If you elected not to use batch processing in the Resource Manager Options and Interfaces function, the Batches to Print field does not appear.

3. Select the type of orders you want to produce packing lists for. To reprint packing lists you printed online, select **A List of Orders**.

4. If you want to print additional descriptive text on the packing lists, enter **Y**; if not, enter **N**.

5. If you want the packing list to include kit information, press **K**. If you want to print component information, press **C**. If you want to print both kit and component information, press **B**.

6. Select the output device.

A sample packing list is at the the end of this section.

After the packing lists are printed, the Transaction Reports menu appears.

Packing List

PACKING LIST / PICKING SLIP

BATCH ID	ORDER NUMBER	ORDER DATE	PAGE
BATCH2	00003434	01/30/95	1

CUSTOMER PO NUMBER: PO - 12345

ACE001
ACE BUILDERS
12608 SCHARBER STREET
PO BOX 34
ROGERS KY 32789

ACE BUILDERS
1588 SE 31ST STREET
PADUCAH KY 28655-7865

SLS 1	SLS 2	LOCATION	SHIP VIA	PICKING SLIP NO	REQUESTED SHIP DATE	ACTUAL SHIP DATE
GPH	JAH	MAIN01	Federal Exp 2nd-Day	444444	10/20/96	01/30/95

ITEM ID	UNIT OF MEASURE	BIN	ORDERED	SHIPPED	BACK ORDER
001 200 KIT Heating/Cooling Package Heating\Cooling Kitted Package	PKG	D-4	1.0000	1.0000	
001 200100 001 Furnace	EA	D-5	1.0000	1.0000	
001 200300 002 Air Conditioner	EA	D-7	1.0000	1.0000	
001 200600 003 Humidifier	EA	D-10	1.0000	1.0000	
001 200600 004 Humidifier	EA	D-10	1.0000	1.0000	
002 700 Cabinets 1 Set of Steel Cabinets	SET	I-16	1.0000		1.0000
003 301 Refrigerator - White Serial Numbers : LTQ7121002		L-19	1.0000	1.0000	

Print Invoices

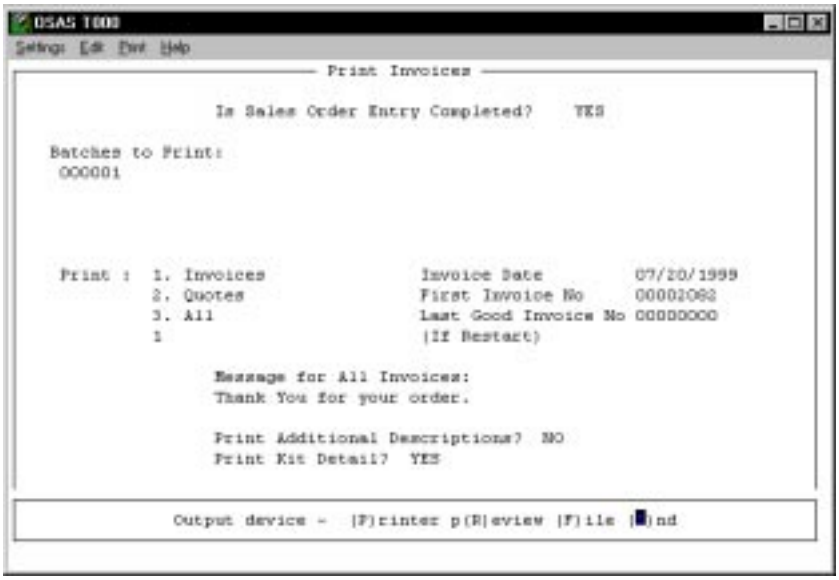
Use the Print Invoices function to print an invoice or a quote for an order you entered in the SOTDxxx and SOTHxxx (Open Order) files. This function is useful when you want to print invoices, quotes, or both for several transactions at once.

You can also print the invoice or quote when you enter the transaction. See the **Online** command in the Transactions function.

Produce the Sales Journal before and after you print invoices to keep track of invoice numbers. The invoice information in the ARINxxx (Open Invoice) file should match the invoice information in the SOTDxxx and SOTHxxx files so that you can apply correct payment when an open invoice customer makes a payment toward a particular invoice. If you elected to use prenumbered invoices in the Resource Manager Options and Interface function, the Print Invoices function reassigns invoice numbers but not credit memo numbers; the Sales Journal includes both.

Print Invoices Screen

Select **Print Invoices** from the Transaction Reports menu. The function screen appears.



1. If you are finished entering Sales Order transactions, enter **Y**; if not, enter **N**. If you enter N, you are prompted to exit to the Transaction Reports menu.

2. Enter the batch numbers you want to print (A6). You can enter 50 batches to print at once.

3. Select the type of information you want to print.

4. Enter the date you want to print on the invoices, credit memos, or quotes. This date is used to age invoices if you elected to use online aging in the Resource Manager Options and Interfaces function.

Whether or not you print invoices determines how invoices are aged. The invoice header date is used for aging only if you do not print invoices. This date is used for aging if you print invoices, regardless of the header date. Quotes are not aged.

5. If you assigned numbers to the invoices or quotes, enter the number you want to start with (N8). If you did not assign numbers, enter the number of the first form you are going to use.

6. If you are reprinting invoices or quotes, enter the number of the last form that was printed correctly (N8). If you are reprinting and you use prenumbered invoices or quotes, produce the Sales Journal after you print all the invoices and quotes so that you have a record of the numbers.

7. If you want all invoices or quotes to have a message, enter one.

8. If you want to print additional descriptions on the invoices or quotes, enter **Y**; if not, enter **N**.

9. If you want to print kit detail on the invoices or quotes, enter **Y**; if not, enter **N**.

10. Select the output device.

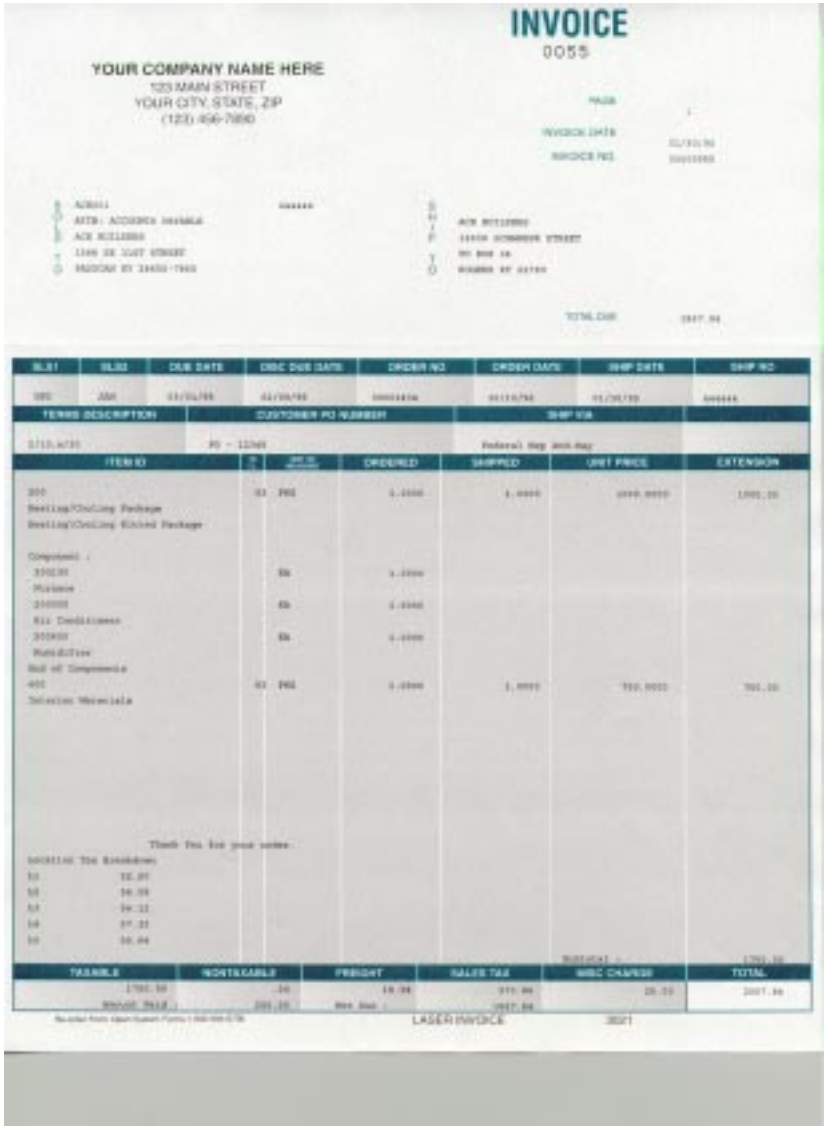
11. If you elect to print the forms, an alignment character is printed in the form's top right-hand corner. If the X is not centered in the alignment box (or if the Xs are not aligned in the grid on laser forms), adjust the form and enter **N**. The alignment character is printed again. Continue this procedure until the form is aligned; then enter **Y** to print the invoices, credit memos, and quotes.

    If a customer's purchase order number is greater than 8 characters, a row of asterisks (*) is printed in the Order Number column, and the entire order number is printed directly below the row of asterisks. To align the form so that the customer's purchase order number can be seen, make sure that only the bottom of the alignment character (X) is printed in the upper part of the alignment box in the form's right-hand corner.

Sample invoice, credit memo, and quote forms are at the end of this section.

After the forms are produced, the Transaction Reports menu appears.

Invoice


INVOICE
0055
YOUR COMPANY NAME HERE
123 MAIN STREET
YOUR CITY, STATE, ZIP
(123) 456-7890
LASER INVOICE

Credit Memo

INVOICE

0056

YOUR COMPANY NAME HERE
123 MAIN STREET
YOUR CITY, STATE, ZIP
(123) 456-7890

PAGE:
INVOICE DATE:
INVOICE NO.

SOLD TO:
ATTN: ACCOUNTS PAYABLE

SHIP TO:

SLS1	SLS2	DUE DATE	DISC DUE DATE	ORDER NO	ORDER DATE	SHIP DATE	SHIP NO

TERMS DESCRIPTION	CUSTOMER PO NUMBER	SHIP VIA
		Federal Exp 2nd-Day

ITEM ID	U	UNIT OF MEASURE	ORDERED	SHIPPED	UNIT PRICE	EXTENSION
310	EA	PKG	1.0000	1.0000	1500.0000	1500.00
Heating/Cooling Package						
Returning a Kitted Heating/Cooling Package.						
Component :						
100200		EA	1.0000			
Furnace						
100300		EA	1.0000			
Air Conditioner						
100400		EA	1.0000			
Humidifier						
End of Components						
420	EA	PKG	1.0000	1.0000	750.0000	750.00
Interior Materials						
Returning Interior Materials						

Thank You for your order.

Sales Tax Breakdown

01	93.13
02	94.38
03	94.31
04	97.50
05	94.38

Subtotal : 1781.00

TAXABLE	NONTAXABLE	FREIGHT	SALES TAX	MISC CHARGE	TOTAL
1781.00	.00	18.00	375.38	10.00	2184.38

LASER INVOICE 3021

Quote

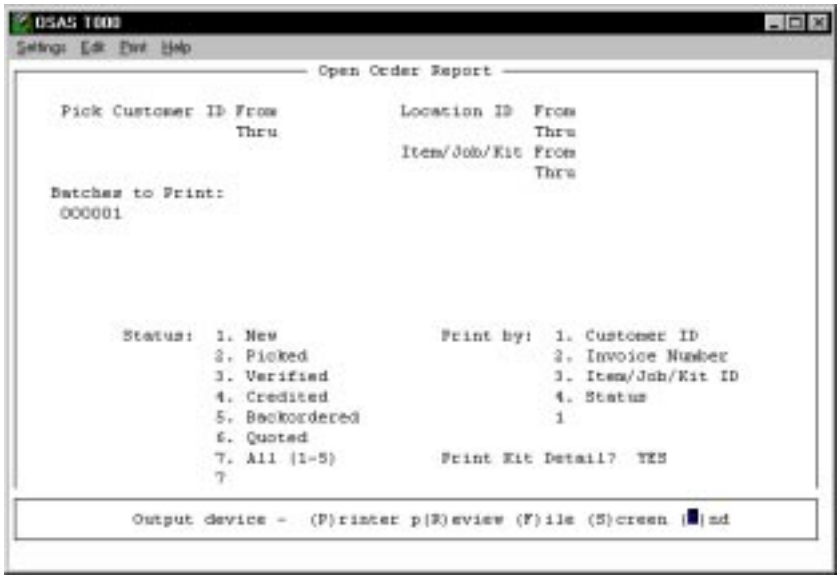
INVOICE
0053
YOUR COMPANY NAME HERE
123 MAIN STREET
YOUR CITY, STATE, ZIP
(123) 456-7890
PAGE:
INVOICE DATE:
INVOICE NO:
SOLD TO
SHIP TO
TOTAL DUE
SLS1
SLS2
DUE DATE
DISC DUE DATE
ORDER NO.
ORDER DATE
SHIP DATE
SHIP NO.
TERMS DESCRIPTION
CUSTOMER PO NUMBER
SHIP VIA
ITEM ID
ORDERED
SHIPPED
UNIT PRICE
EXTENSION
Thank You for your order.
TAXABLE
NONTAXABLE
FREIGHT
SALES TAX
MISC CHARGE
TOTAL
LASER INVOICE

Open Order Report

The Open Order Report lists unposted orders and returns.

Open Order Report Screen

Select **Open Order Report** from the Transaction Reports menu. The function screen appears.



1. Enter the range of customers (A6) for which you want to list unposted orders or returns.

2. Enter the range of location IDs (A6) whose associated unposted orders or returns you want in the report.

3. Enter the range of items (A20), jobs (A6), or kits (A6) whose associated unposted orders or returns you want in the report. The **Inquiry** command is available for items if Sales Order is interfaced with Inventory, for jobs if Sales Order is interfaced with Job Cost, and for kits if Sales Order is interfaced with Bill of Materials/Kitting.

4. Enter the batch numbers (A6) you want in the report, or press **Enter** to skip this field. If you elected to use batches in the Resource Manager Options and Interfaces function, you must enter a batch number. You can enter batches only if you elected to use batching in the Resource Manager Options and Interfaces function.

5. Select the status of the orders you want in the report. If you elect to list all orders, all orders except quoted orders are listed.

   When an order has line items with backordered quantities, the items become *backordered* only when you post. Backordered items appear in the report with *verified* status.

6. Select the option by which to organize the report. Organize the report by status only if you list all the orders in the SOTHxxx and SOTDxxx (Open Order) files.

7. Select the output device.

A sample Open Order Report is at the end of this section.

After the report is produced, the Transaction Reports menu appears.

Open Order Report

```
06/14/1999                                  Builders Supply                                  PAGE  1
10:11 AM                                 Open Order Report
                                            By Customer

Order    Entry    Cust ID    Order Date  JIK Job/Phase or Loc/Item ID      Quantity Units                Quantity        Amount
Batch    Status   Rep 1      Req. Date   Description                       Available
Invoice           Rep 2      Ship Date
-------- -------- ---------- ----------- --------------------------------- ---------- ---- ---------- ---------- ----------
00000001 001      ACE001     06/14/95    I MN0001 100                      114.0000- PKG  Original   1.0000     502.11
000001   PICKED   GPD                    Electrical Package                           Ordered    1.0000     502.11
                                                                                     Ship'd     .0000      .00

         002                             I MN0001 200300                   11.0000   EA   Original   1.0000     474.95
                                         Air Conditioner                              Ordered    1.0000     474.95
                                                                                      Ship'd     .0000      .00

         003                             I MN0001 900                      2.0000    EA
                                         Refrigerator - Black
                                         Serial Numbers :
                                         No Serial Numbers Listed, Amounts are Approx
                                                                           EA         Original   1.0000     .00
                                                                                      Ordered    1.0000     .00
                                                                                      Ship'd     .0000      .00

         004                             I MN0001 150                      6.0000-   PKG  Original   1.0000     1390.57
                                         Plumbing Package                             Ordered    1.0000     1390.57
                                                                                      Ship'd     .0000      .00

         005                             I MN0001 200100                   2.0000    EA   Original   1.0000     427.45
                                         Furnace                                      Ordered    1.0000     427.45
                                                                                      Ship'd     .0000      .00

06/14/1999                                  Builders Supply                                  PAGE  5
10:11 AM                                 Open Order Report
                                            By Customer

Order    Entry    Cust ID    Order Date  JIK Job/Phase or Loc/Item ID      Quantity Units                Quantity        Amount
Batch    Status   Rep 1      Req. Date   Description                       Available
Invoice           Rep 2      Ship Date
-------- -------- ---------- ----------- --------------------------------- ---------- ---- ---------- ---------- ----------

                                                                                                  Totals for Customer TEN001  Original   43.00
                                                                                                                              Ordered    43.00
                                                                                                                              Ship'd     .00

                                                                                                  Grand Totals                Original   162117.65
                                                                                                                              Ordered    162117.65
                                                                                                                              Ship'd     502.11
                                                                                                                              Bkord'd    .00

End of Report
```

Sales Journal

Print the Sales Journal before you post transactions to check for mistakes and omissions and to use as an audit trail of sales transactions. If you find incorrect transactions in the Sales Journal, use the Transactions function to edit or delete them.

The Sales Journal includes cost information, but the unit cost of nonserialized items is only an estimate. The current cost updates it (based on your costing method) when you post.

Sales Journal Screen

Select **Sales Journal** from the Transaction Reports menu. The function screen appears.

1. Enter the range of customers whose transactions you want in the journal (A6).

2. Enter the batch numbers you want to print (A6). You can enter 50 batches to print at once.

3. Select the option by which to organize the journal.

4. Select the amount of detail you want in the journal.

5. Select the output device.

Note

If the Sales Journal does not include some invoice numbers, you probably printed multiple-page invoices or credit memos. The number of an invoice that is a continuation of a previous one is skipped. Invoice numbers are not reassigned for credit memos.

A sample Sales Journal is at the end of this section.

After the journal is produced, the Transaction Reports menu appears.

Sales Journal

```
06/14/1999                                  Builders Supply                                  Page  1
10:12 AM                                    Sales Journal
                                            By Customer ID

Cust.   Our Ord# Rep 1          Inv. Date  Per Tx Grp      Freight      Subtotal    Sales Tax    Inv. Total  Pmt.  Pmt. Amount
Batch   Invc. No Rep 2          Ord. Date               Miscellaneous
Ship To Order No Terms Desc. Ship Date

-------------------------------------------------------------------------------------------------------------------------
ACE001  00000006 GPD                       06 MNR          5.50        502.11         .00       1009.72              .00
000001                                     00                .00
                2/10,n/30  06/14/1999

CUSTOMER ACE001 TOTALS                                     Freight      Subtotal    Sales Tax    Ext. Cost    Ext. Price
   ACE BUILDERS                                         Miscellaneous
                                                    -----------------------------------------------------------------
                                                             5.50        502.11         .00        339.99       1009.72
                                                              .00

                                                         Freight      Subtotal    Sales Tax    Ext. Cost    Ext. Price
GRAND TOTAL                                          Miscellaneous
                                                    -----------------------------------------------------------------
                                                             5.50        502.11         .00        339.99       1009.72
                                                              .00

End of Report
```

Backorder Allocation Report

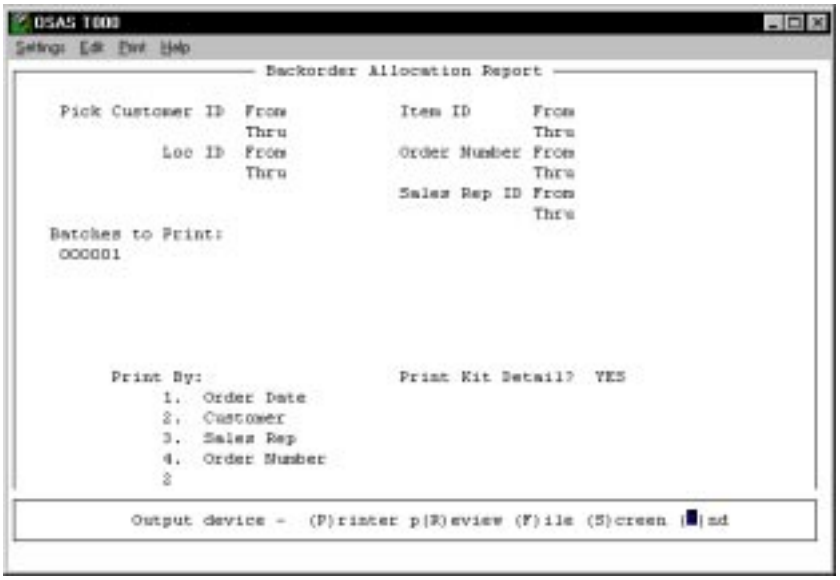
Produce the Backorder Allocation Report to determine which backorders can be filled with items that have been received in Inventory.

The report shows how the backorders can be filled based on how you organize the report. For example, you might have 30 orders for item 100, but your customers have received only 25. If you organize the report by customer ID, the backorders for the first customer in the range is filled first, then the backorder for the second customer, and so forth until the 25 items are allocated.

If Sales Order is not interfaced with Inventory or if a backordered item is not set up in Inventory, backordered lines for the item are listed because the system cannot discern the quantity available.

Backorder Allocation Report Screen

Select **Backorder Allocation Report** from the Transaction Reports menu. The function screen appears.



1. Enter the range of customers you want in the report (A6).
2. Enter the range of locations you want in the report (A6).
3. Enter the range of items you want in the report (A20).
4. Enter the range of order numbers you want in the report (A8).
5. Enter the range of sales reps you want in the report (A3).
6. Enter the batches numbers you want to print (A6). You have this option only if you elected to use batching in the Resource Manager Options and Interfaces function.

7. Select the option by which to organize the report. The report is organized first by location, then by item, and then by your selection here.

8. If you want to print kit detail in the report, enter **Y**; if not, enter **N**.

9. Select the output device.

A sample Backorder Allocation Report is at the end of this section.

After the report is produced, the Transaction Reports menu appears.

Backordered items

If the inventory-on-hand quantity is zero for a backordered item, the report does not list the item.

The available quantity is shown in base units regardless of the line item's unit of measure. This value is the item's on-hand quantity minus its in-use quantity.

When, in the course of filling backorders, the system reaches an on-hand quantity of zero, it partially fills a backorder. The remaining backorders are allocated a quantity of zero.

The balance available is the available quantity minus the allocated quantity. If the backordered quantity is more than or the same as the available quantity, the balance available is zero.

The amount in the Ext Price column is the order unit price times the allocated quantity. Base units are used in the calculation of the three values. The amount is rounded to two decimal places. You can use the amounts in the Ext Price column along with the item, location, and report totals to forecast the revenue you receive by filling the backorders.

Backorder Allocation Report

```
08/08/1999                                  Builders Supply                                  PAGE   1
10:37 AM                                Backorder Allocation Report
                                      By Location/Item/Customer

Loc. ID          Location Description
Item ID          Item Description                    Base Unit    Qty. Avail.   Base Price  Bin #

Order Date  Batch  Order No Rep1 Rep2  Cust. ID  Name                    On Backorder   Allocated   Ext. Price  Line #
---------- ------ -------- ---- ----  --------  ----------------------  ------------ ----------- ----------- ------

MN0001           MINNEAPOLIS WAREHOUSE
100              Electrical Package                  PKG          11.0000     528.5400  E-10

08/08/1999 000001 00000012 GPD       ACE001    ACE BUILDERS              5.0000      5.0000     2114.15  001

                                                                                  ------------ ----------- ------
                                                   Item 100 Total                      5.0000      2114.15
                                                   Balance Available                   6.0000

                                                                                  ------------ ----------- ------
                                                   Location MN0001 Total                           2114.15
                                                                                  ============ =========== ======
                                                   GRAND TOTAL                                     2114.15

End of Report
```

Post Transactions

When you post transactions, several things happen:

- Verified orders and returned goods are moved from the SOTDxxx and SOTHxxx (Open Order) files to the ARINxxx (Open Invoice) file.
- Cash receipts are moved from the ARCRxxx (Cash Receipts) file to the ARINxxx file.
- The ARCUxxx (Customer), ARSRxxx (Sales Rep), RMTXxxx (Tax Locations), ARINxxx (Open Invoice), ARHIxxx (Detail History), and ARHSxxx (Summary History) files are updated.
- Inventory, General Ledger, Bank Reconciliation, and Job Cost are updated if they are interfaced with Sales Order.

Note

The *Accounts Receivable User's Manual* illustrates how files are updated and which accounts are debited and credited.

You can produce four posting logs when you post transactions:

- The Post Deposits Log shows the amounts posted to your bank accounts and contains information from the SOTDxxx and SOTHxxx files.
- The Post Inventory Items Log shows the detail of inventory line items and contains information from the INVExxx (Items), INLDxxx (Location Detail), SOTDxxx, and SOTHxxx files.

- The Post Sales Order Log shows the amounts posted to the ARINxxx and ARCUxxx files, the amounts posted to the general ledger accounts, the balance, and the total posted to the JOBSxxx file; and it contains information from the SOTDxxx and SOTHxxx files.

- The Post Cash Receipts Log shows the cash receipt amounts posted to the ARINxxx and ARCUxxx files and the general ledger accounts that are affected, and it contains information from the ARCRxxx file before it is cleared by posting.

Before Posting

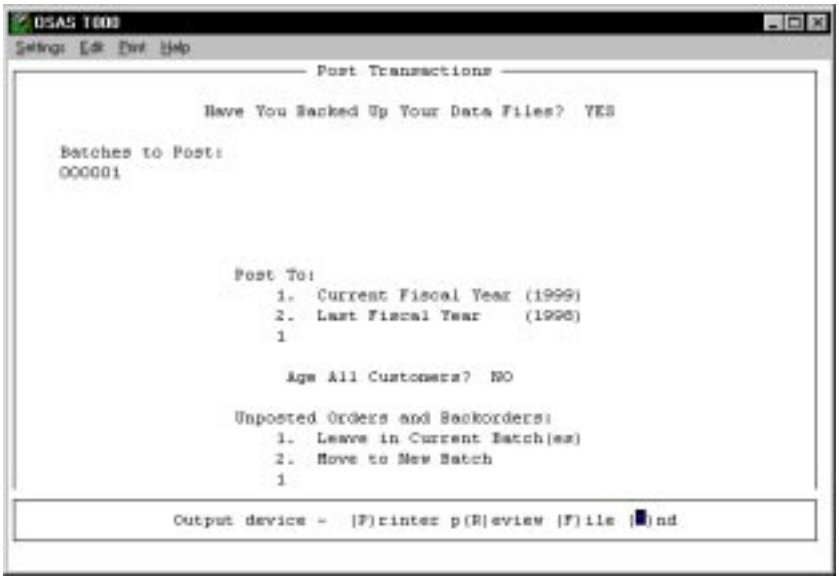
Before you post, do the following things:

- If you have a multiuser system, make sure that no one else is using the Sales Order system. You cannot post transactions if someone else is using a Sales Order file or processing the batches you are posting.

- Back up all the data files. Backing up your data files before you post is an important practice. Unforeseen problems, such as a power surge or failure, can interrupt the post and result in the loss of data.

Post Transactions Screen

Select **Post Transactions** from the Transaction Reports menu. The function screen appears.



1. If you have backed up your data files, enter **Y**; if not, enter **N**. If you enter N, you are prompted to exit.

2. Enter the batch numbers you want to post (A6). You can post 50 batches at one time. You have this option only if you elected to use batch processing in the Resource Manager Options and Interfaces function.

3. Select the fiscal year you want to post the transactions to. If Sales Order is not interfaced with General Ledger or if you did not create last-year data in General Ledger, *1* is displayed and you cannot change it.

4. If you want to age customer invoices in the file during posting, enter **Y**; if not, enter **N**. If you enter Y, the ARCUxxx file is updated, and the AR Analysis Report is updated if you kept summary history. If you enter N, the post takes less time.

5. Select the action you want to take for unposted orders and backorders. If you select *2* to move them to a different batch, a field appears where you can enter the new batch ID (A6).

6. Select the output device.

A sample posting log is at the end of this section.

After the log is produced, the Transaction Reports menu appears.

Post Transaction Log

```
06/14/1999                                  Builders Supply                    Page A-  1
10:38 AM                                    SO Post Transactions

Terminal:     T00

Batches Posted:
000001

Posted to CURRENT YEAR (1999)

06/14/1999                                  Builders Supply                    Page B-  1
10:38 AM                                    POST INVENTORY ITEMS

Batch  Tran No. LN  TP Invoice  Loc.  Item ID or Job/Phase                Qty. Shipped Unit    Unit Cost Extended Cost
                                (Lot Numbers)  (Serial Numbers)

000001 00000006 001 IN 00000006 MN0001 100                                1.0000 PKG      339.9900     339.99
                    TRANSACTION TOTAL                                                                  339.99
               BATCH 000001 TOTAL                                                                      339.99
          GRAND TOTAL                                                                                  339.99

06/14/1999                                  Builders Supply                    Page E-  1
10:38 AM                                    POST DEPOSITS

     Dep No     Date                                    Amount

BANK ACCOUNT FNB001 -
     000001     06/14/1999                           18000.00
TOTAL FOR BANK ACCOUNT FNB001                        18000.00

                                                     ==========
          GRAND TOTAL                                18000.00

End of Report
```

Periodic Processing 7

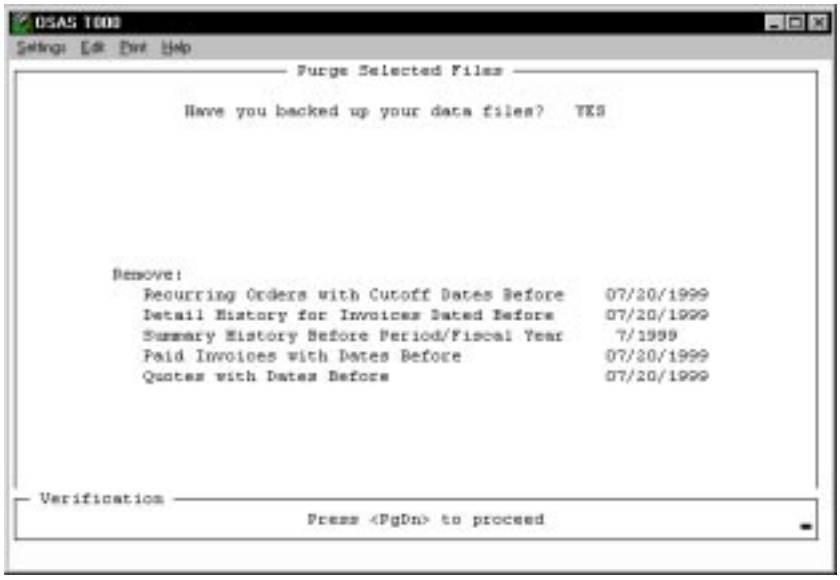
Purge Selected Files 7-3

Purge Selected Files

Use the Purge Selected Files function to delete history from the SORHxxx and SORLxxx (Recurring Order), ARHIxxx (Detail History), ARHSxxx (Summary History), ARINxxx (Open Invoice), and SOTDxxx and SOTHxxx (Open Order) files.

Purge Selected Files Screen

Select **Purge Selected Files** from the Periodic Processing menu. The function screen appears.


OSAS T000
Settings Edit Font Help
Purge Selected Files
Have you backed up your data files? YES
Remove:
Recurring Orders with Cutoff Dates Before 07/20/1999
Detail History for Invoices Dated Before 07/20/1999
Summary History Before Period/Fiscal Year 7/1999
Paid Invoices with Dates Before 07/20/1999
Quotes with Dates Before 07/20/1999
Verification
Press <PgDn> to proceed

1. If you have backed up your data files, enter **Y**; if not, enter **N**. If you enter N, you are prompted to exit to the Periodic Processing menu.

2. Enter the date of the recurring orders you want to purge. Recurring orders with cutoff dates on or before the date you enter will be purged.

3. Enter the date of the invoices for which you want to purge detail history. Detail history for invoices dated on or before the date you enter will be purged.

4. Enter the period and year of the summary history you want to purge. Summary history before the period and year you enter will be purged.

5. Enter the date of the paid invoices you want to purge. Paid invoices dated on or before the date you enter will be purged.

6. Enter the date of the quotes you want to purge. Quotes dated before the date you enter will be purged.

To purge the files and return to the Periodic Processing menu, use the **Proceed** (**PgDn**) command.

Master File List 8

Recurring Orders List	8-3
Codes List	8-5
Tables List	8-7

Recurring Orders List

Produce the Recurring Orders List after you set up recurring order to make sure that everything is correct in the SORHxxx and SORLxxx (Recurring Order) files and to use as a reference when you copy recurring orders to the SOTDxxx and SOTHxxx (Open Order) files. Produce a new list each time you add, change, or delete recurring orders.

Recurring Orders List Screen

Select **Recurring Orders List** from the Master File Lists menu. The function screen appears.

1. Enter the range of customers whose recurring orders you want in the list (A6).
2. Select the amount of detail you want in the list.
3. Select the option by which to organize the list.
4. Select the output device.

A sample Recurring Orders List is at the end of this section.

After the list is produced, the Master File List menu appears.

Recurring Orders List

12/31/1999 Builders Supply PAGE 1
7:57 AM Recurring Orders List
By Recurring Order Number

Order No / Line No / Ship Date	Cust ID / Run Code	IK Loc/Item ID / Description	Sales Acct. / COGS Acct. / Inv. Acct.	Units	Qty. Ordered / Qty. Shipped	Unit Price / Unit Cost	Ext. Price / Ext. Cost	Tax Class
00004600	ACE001	I MN0001 100	401000	PKG	100.0000	380.5520	38055.20	00
001	05	Electrical Package	501000		.0000	.0000	.00	
			104400					
00004600	ACE001	I MN0001 250	401000	CS	10.0000	1410.0135	14100.14	00
002	05	Exterior Panels	501000		.0000	.0000	.00	
			104400					
00004600	ACE001	I MN0001 300	401000	EA	5.0000	45.6720	228.36	00
003	05	Interior Door	501000		.0000	.0000	.00	
			104400					
00004600	ACE001	I MN0001 400	401000	PKG	5.0000	898.3905	4491.95	00
004	05	Interior Materials	501000		.0000	.0000	.00	
			104400					

Cust ID / Ship To	Order No / Run Code	Order Date / Cutoff Date	SRL SR2 / Terms Desc	Tx Grp.	Freight / Misc.	Subtotal	Sales Tax	Inv. Total
ACE001	5456	12/21/1999	GPD	MN	15.00	56875.65	.00	56890.65
05		12/21/1999	2/10,n/30		.00			

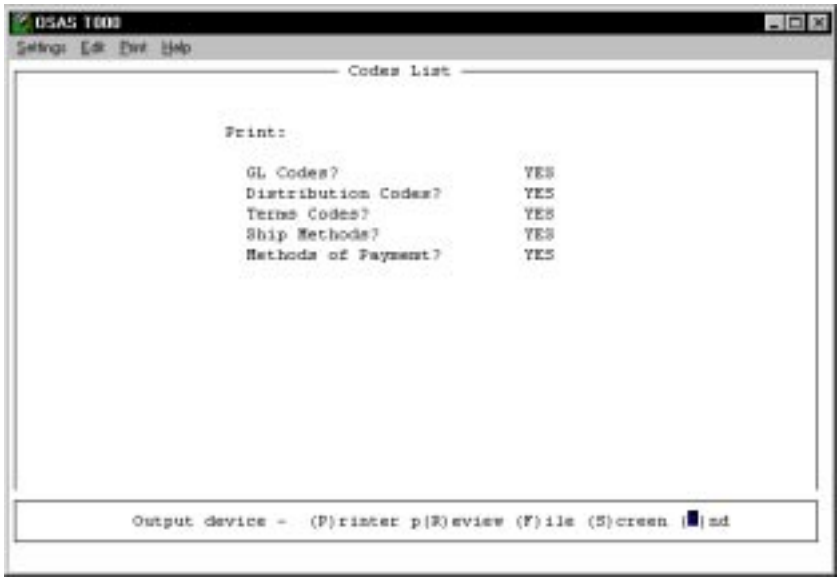
Order No / Line No / Ship Date	Cust ID / Run Code	IK Loc/Item ID / Description	Sales Acct. / COGS Acct. / Inv. Acct.	Units	Qty. Ordered / Qty. Shipped	Unit Price / Unit Cost	Ext. Price / Ext. Cost	Tax Class
00004601	DAL001	I MN0001 400	401000	PKG	15.0000	898.3905	13475.86	00
001	05	Interior Materials	501000		.0000	.0000	.00	
			104400					
00004601	DAL001	I MN0001 300	401000	EA	15.0000	23.1105	346.66	00
002	05	Interior Door	501000		.0000	.0000	.00	
			104400					
00004601	DAL001	I MN0001 350	401000	EA	12.0000	238.3395	2860.07	00
003	05	Entry Door	501000		.0000	.0000	.00	
			104400					
00004601	DAL001	I MN0001 450	401000	EA	10.0000	162.6765	1626.77	00
004	05	Slide by Window 24" x 40"	501000		.0000	.0000	.00	
			104400					
00004601	DAL001	I MN0001 550	401000	PKG	10.0000	1087.9050	10879.05	00
005	05	Milwork Package	501000		.0000	.0000	.00	
			104400					
00004601	DAL001	I MN0001 700	401000	SET	2.0000	1055.0925	2110.19	00
006	05	Cabinets	501000		.0000	.0000	.00	
			104400					

Codes List

The Codes List is a reference of the codes used for GL codes, distribution codes, terms codes, shipping methods codes, and methods of payment codes.

Codes List Screen

Select **Codes List** from the Master File Lists menu. The function screen appears.



1. For each type of code you want in the list, enter **Y**. For each type of code you do not want in the list, enter **N**.

2. Select the output device.

A sample Codes List is at the end of this section.

After the list is produced, the Master File List menu appears.

Codes List

12/31/1999 Builders Supply Page 1
8:06 AM Codes List

GL Codes

Code	Description	Sales Account	COGS Account
C1	Contract Sales	402000	502000
R1	Retail Sales	401000	501000

Distribution Account Codes

ID	Description	Receivables	Sales Tax	Freight	Miscellaneous
01	Regular Customers	101000	203800	405000	801000
02	Credit Card Customers	101000	203800	405000	801000

Terms Codes

Code	Description	Type	Percent	Due Days	Net Due Days
1PCT	1/10,n/30	Reg	1.0	10	30
2PCT	2/10,n/30	Reg	2.0	10	30
5PCT	5/10,n/30	Reg	5.0	10	30
8PCT	8/10,n/30	Reg	8.0	10	30
COD	C.O.D.	Reg	.0	0	0
CODCHK	COD-Comp Chk	Reg	.0	0	0
NET	n/30	Reg	.0	0	30
P10	n/10 EOM	Prox	.0	0	10

Shipping Methods

Code	Description
FED2	Federal Exp 2nd-Day
FEDO	Federal Exp Overnite
FEDP	Federal Exp Priority
UPSB	UPS - Blue
UPSR	UPS - Red

Methods of Payment Codes

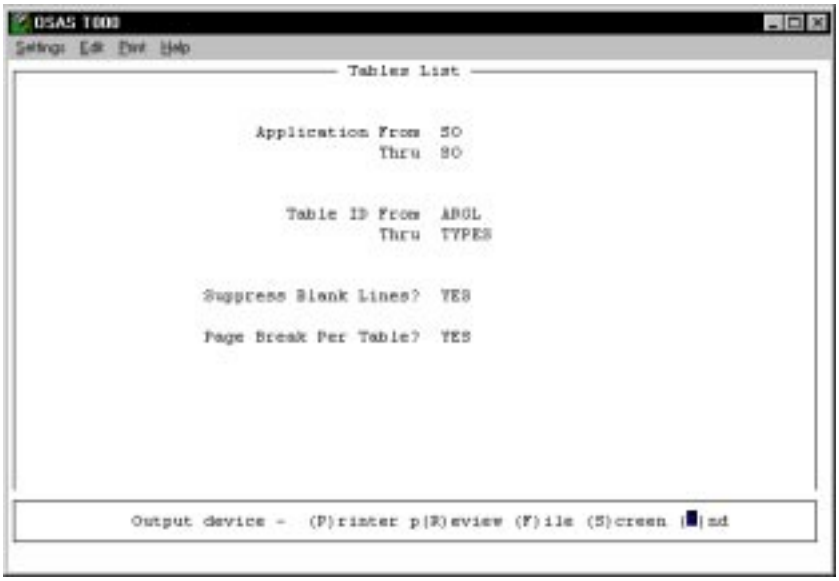
ID	Description	Payment Type	Debit to GL Account	Pd-to-Date	Qtr-to-Date	Year-to-Date	Last Year
CHK	Check	2 Check	100000	.00	962317.68	3158172.36	.00
COU	Coupons	5 Other	403000	.00	.00	.00	.00
CSH	Cash	1 Cash	100000	.00	316224.90	724008.06	.00
VIS	VISA	3 Credit Card	101000	.00	27373.61	358547.80	.00

Tables List

Produce the Tables List to get information from a particular Sales Order table. This function is valuable if you plan to change a table and want a list to compare it against.

Tables List Screen

Select **Tables List** from the Master File Lists menu. The function screen appears.



SO is displayed as the application ID. You cannot change it.

1. Enter the range of table IDs whose information you want in the list (A8).

2. Most tables do not hold information in all 18 lines. If you want the list to include blank lines, enter **Y**; if not, enter **N**.

3. If you want a page break between each table, enter **Y**; if not, enter **N**.

A sample Tables List is at the end of this section.

After the list is produced, the Master File List menu appears.

Tables List

```
12/31/1999                          Builders Supply                    Page    1
8:09 AM                                 Tables List
                                      Sales Order

  Table ID ARGL      Description GL Accounts Table
No. of Columns   2  Column Length   12   Type  A

DESCRIPTION   G/L NUMBER
------------ ----------
CASH RECPTS  100000
DISCOUNTS    404000
INVENTORY    104400
FIN CHRG     802000

12/31/1999                          Builders Supply                    Page    2
8:09 AM                                 Tables List
                                      Sales Order

  Table ID ARPDH     Description AR Periods Table
No. of Columns   3  Column Length   12   Type  N

PERIOD      FISCAL YEAR  # PERIODS/YR
---------- ------------ ------------
     12.00      1999.00        12.00
       .00          .00          .00
       .00          .00          .00
       .00          .00          .00
       .00          .00          .00
       .00          .00          .00
       .00          .00          .00
       .00          .00          .00
       .00          .00          .00
       .00          .00          .00
       .00          .00          .00
       .00          .00          .00

12/31/1999                          Builders Supply                    Page    3
8:09 AM                                 Tables List
                                      Sales Order

  Table ID DF        Description Defaults Table
No. of Columns   2  Column Length   12   Type  A

FIELD       DEFAULT VALUE
---------- -------------
BATCH/DEP ID 000002
DIST CODE    01
GL CODE      R1
C/R INVOICE  DEPOSIT
```

File Maintenance 9

Recurring Orders	9-3
Tables	9-15
Edit Sales Order Number	9-31
Shipping Label Setup	9-33

Recurring Orders

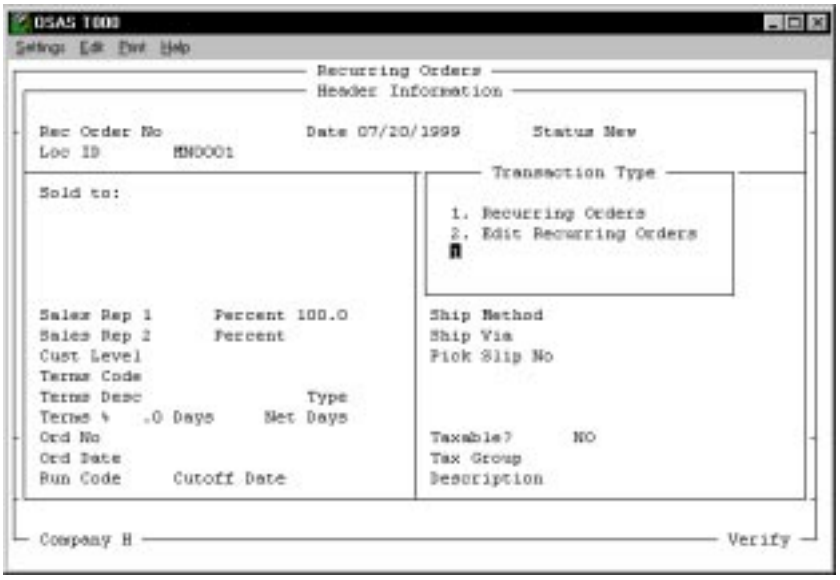
Use the Recurring Orders function to set up orders that you get from customers regularly. You can set up recurring orders for individual customers and for groups of customers.

After you set up the recurring orders, use the Copy Recurring Orders function to copy them to the SOTDxxx and SOTHxxx (Open Order) files when they come due.

To save time, you can copy a group of recurring orders to the SOTDxxx and SOTHxxx files instead of entering each transaction each time you send the bill. By assigning each order a run code, you can process these groups of orders on different schedules—monthly, bimonthly, or whatever fits your company's needs.

Recurring Orders Menu

Select **Recurring Orders** from the File Maintenance menu. A menu appears.



The Recurring Orders Transaction Type menu offers two choices: Recurring Orders and Edit Recurring Orders. The only difference between the two functions is the fact that when you create a recurring order, you create data; when you edit a recurring order, you work with existing data.

To create a recurring order, select **1**. To edit a recurring order, select **2**.

Recurring Orders Header Screen

After you make your selection from the Recurring Orders menu, the header screen appears.

Field	Description
Rec Order No (A8)	Enter a number that identifies that recurring order.
Date	The date the order was set up is displayed.
Status	The status of the order is displayed.

Field	Description
Loc ID (A6)	If you entered a default location ID when you set up the company, the ID is displayed. If you change the location ID, the description of the location appears for verification. If you did not enter a default location ID, enter the ID of the location for line items in the order. (The **Inquiry** and **Maintenance** commands are available if Sales Order is interfaced with Inventory.)
Sold to (A6)	If the recurring order is for one customer, enter the ID of the customer. The customer's name and address appear. If the recurring order is for a group of customers, enter an asterisk (*) and the customers' group code. (You assigned group codes when you set up customer records.)
Sales Rep 1/Percent (A3)/ (3.1)	If you entered a customer ID in the Sold to field, the ID of the sales rep who usually sells to the customer is displayed. Accept it, or enter a different ID. Then enter the percentage of the sale you want to base the sales rep's commission on, or press **Enter** for a commission of 100 percent of the sale.
Sales Rep 2/Percent (A3)/ (3.1)	Enter the ID of the second sales rep receiving a commission on the sale, or press **Enter** to skip this field. If you entered an ID, enter the percentage of the sale you want to base the sales rep's commission on. The sum of the two percentages you entered cannot exceed 100.
Cust Level (A6)	Accept the displayed customer level, or enter a different customer level. (The **Inquiry** and **Maintenance** commands are available if Sales Order is interfaced with Inventory.)
Terms Code (A6)	The terms code describes the terms of the payment. (It is set up in the Terms function.)

Field	Description
	Accept the displayed terms code, or enter a different code. If you use the **Maintenance** command, the Terms function is temporarily called up. After you enter the terms code, the description for the code appears.
Ord No (A25)	To identify the transaction, enter the sales order number or the customer's purchase order number. To skip this field, press **Enter**.
Ord Date	If you entered an order number, enter the order date.
Run Code (A2)	You copy recurring orders by run code to the SOTDxxx and SOTHxxx files. Use the same run code for orders that you copy on the same basis. For example, you could use **01** for orders you copy on the first day of each month, **15** for orders you copy on the fifteenth day of each month, and so forth. Enter the run code the recurring order belongs to.
Cutoff Date	Enter the date after which the order is not to be copied to the SOTDxxx and SOTHxxx files, or press **Enter** to skip this field.
Ship to (N6)	Enter the shipping address code for one customer or for a group of customers. If you use the **Maintenance** command, the Ship-to Addresses function is temporarily called up (see the *Accounts Receivable User's Manual*). If you enter a code for one customer and the code is in the ARSAxxx (Ship-to Address) file, the address appears. If you enter a code for a group of customers, the associated shipping address is used for the customers in the group with the same shipping address code when you copy the order. If the code is not valid for a customer, no address is used when you copy the order.

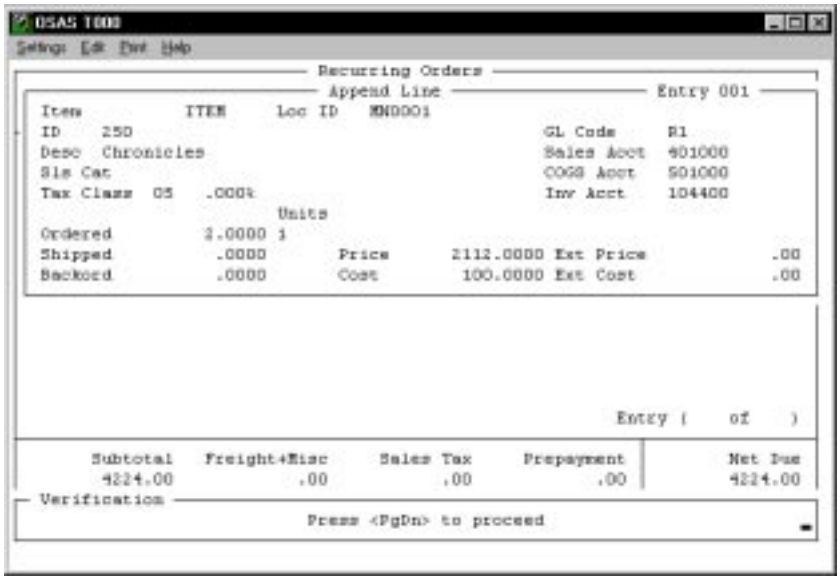
Field	Description
Ship Method (A6)	Enter a notation for the shipping method—for example, **AIR** or **TRAIN**. If you use the **Maintenance** command, the Ship-to Addresses function is temporarily called up (see the *Accounts Receivable User's Manual*).
Ship Via (A20)	If you entered a shipping address code that is on file, the means by which the method is shipped is displayed. Accept it, or enter a different shipping method.
Pick Slip No (N6)	Enter the picking slip number for the order.
Taxable?	Enter **Y** if the recurring order is taxable or **N** if it is not.
Tax Group (A6)	Accept the displayed tax group, or enter a different tax group for the customer. If you use the **Maintenance** command, the Tax Groups function is temporarily called up (see the *Resource Manager User's Manual*). After you enter the tax group, the description appears.
Description	The description of the item is displayed.

When you approve the header information (**PgDn**), the line-item entry screen appears.

Recurring Orders Line-Item Entry Screen

The Recurring Orders line-item entry screen can appear for one of four reasons:

- You are creating a recurring order and have finished entering header information.
- You use the **Append** command on the command bar to add an item to the end of the list.
- You use the **Edit** command on the command bar to edit an item in the list. If you use this command, the line-item entry screen is titled Edit Line instead of Append Line.
- You insert a line item.


OSAS T000
Settings Edit Print Help
Recurring Orders
Append Line
Entry 001
Item ITEM Loc ID MN0001
ID 250 GL Code B1
Desc Chronicles Sales Acct 401000
Sls Cat COGS Acct 501000
Tax Class 05 .000% Inv Acct 104400
Units
Ordered 1.0000 1
Shipped .0000 Price 2112.0000 Ext Price .00
Backord .0000 Cost 100.0000 Ext Cost .00
Entry (of)
Subtotal Freight+Misc Sales Tax Prepayment Net Due
4224.00 .00 .00 .00 4224.00
Verification
Press <PgDn> to proceed

Field	Description
Item/Job	If you are entering a recurring order for an item, *ITEM* is displayed. If you are entering a recurring order for a job, *JOB* is displayed.
Loc ID	The location ID is displayed.
ID	Enter the ID of the item or job you want to include in the recurring order. (The Inquiry and Maintenance commands are available if Sales Order is interfaced with Inventory.)
Desc	Enter a description of the recurring order.
Additional Desc (A35 each)	If you elected in the Resource Manager Options and Interfaces function to enter additional descriptive text about line items when you enter invoices, the Additional Description Lines window appears when you press **Enter** in the Desc field. You can enter 10 lines of additional text.

Field	Description
	When you are finished entering text, press **Enter** at a blank line. The text is saved and you are returned to the line-item entry screen.
Sls Cat (A2)	The sales category refers to an inventory item. Enter a sales category, or press **Enter** to skip this field. (The **Inquiry** and **Maintenance** commands are available if Sales Order is interfaced with Inventory.)
Tax Class (N2)	If the order is for one customer, the sales tax code you assigned in the customer record is displayed. If the order is for a group of customers, this field is blank. Accept the displayed value, or enter a different sales tax class.
Price ID (A6)	If Sales Order is interfaced with Inventory, enter the price ID.
GL Code (A2)	The GL code identifies the pairs of general ledger sales and cost-of-goods-sold (COGS) accounts to use for a line of an entry. (The codes are set up in the GL Codes function.) If you entered a GL code in the DFxxxx table, the code is displayed.
Sales Acct/COGS Acct/Inv Acct (A12 each)	If you entered a GL code, the sales and COGS accounts are displayed. The inventory account is displayed from the ARGLxxx table. Accept each displayed account number. (The **Inquiry** command is available if Sales Order is interfaced with General Ledger.)
Ordered	Enter the number of units that were ordered.
Units (A5)	Enter the type of unit the item is sold by—for example, **EACH** if it is sold individually. (The **Inquiry** and **Maintenance** commands are available if Sales Order is interfaced with Inventory.)

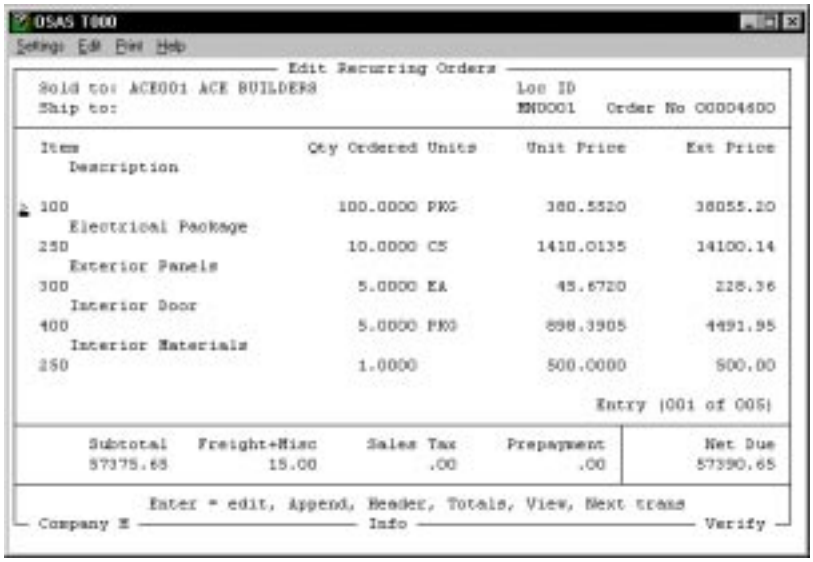
Field	Description
Price/Cost	Enter the item's unit price. If Sales Order is interfaced with Inventory, the unit cost is displayed.
Shipped	You cannot enter anything in this field until the order is copied.
Backord	You cannot enter anything in this field until the order is copied.
Ext Price/Ext Cost	The order's total price (the quantity ordered times the unit price) is displayed, and the order's total cost (the quantity ordered times the unit cost) is displayed.

After you save the line-item entry information (**PgDn**), enter another line item, or exit to the Recurring Orders screen.

When you save the first line item, the totals are updated and your entries are saved. You cannot use the **Abandon** (**F5**) command to cancel the order. To delete the entire recurring order, use the **Delete** (**F3**) command on the header screen.

Recurring Orders Screen

When you exit from the line-item entry screen, the Recurring Orders screen appears.



The Recurring Orders screen is divided into these sections:

- Information from the header screen is summarized at the top of the screen.
- The line-item entry area or the line-item scroll region is in the middle of the screen.
- The order totals are displayed at the bottom of the screen.

Enter = edit, Append, Header, Totals, View, Goto, Next trans

To edit a line item, move the prompt (>) to the line item and press **Enter**. To append a line item to an order, press **A**. Then see **Recurring Orders Line-Item Entry Screen** earlier in this section.

To return to the header screen, press **H**. When you return to the header screen, you do not lose the line-item and total entries, because you already saved them.

To enter or edit totals associated with the recurring order, press **T**. Then see **Totals information** below.

To look at an expanded summary of the line item, move the prompt (>) to the line item, and press **V**. Additional information about the line item, such as the general ledger account and description, appears on the View Line screen. Press any key to return to the Recurring Orders screen.

To go to a particular line item, press **G**. Then enter the line number. (This command appears only if there is more than one screen of line items.)

To enter a different recurring order, press **N**. The Transaction Type menu appears. Enter a different recurring order, or exit to the File Maintenance menu.

Totals information

The following window appears when you select the **Totals** command on the Recurring Orders screen:

Field	Description
Subtotal	The subtotal of the line items is displayed.

Field	Description
Freight	Enter the freight charges to be added to the invoice, or press **Enter** to skip this field.
Tax Class (N2)	If you indicated that freight is taxable in the Resource Manager Tax Groups function, the freight's tax class is displayed.
Miscellaneous Chgs	Enter the miscellaneous charges (for example, handling), or press **Enter** to skip this field.
Tax Class (N2)	If you indicated that miscellaneous charges are taxable in the Resource Manager Tax Groups function, the charges' tax class is displayed.
Sales Tax	If you enter a sales tax that is different from the calculated amount (which is based on the tax class and tax location), the Sales Tax Information window appears (see below).
Net Due	The total amount of the order (the subtotal plus the sales tax, freight, and miscellaneous charges) is displayed.

Sales tax information

The following window appears if you changed the sales tax in the Totals Information window:

Field	Description
Tax Location	The tax location is displayed.
Tax Amount	The tax amount is displayed.
Tax Adjustment	Accept the displayed sales tax adjustment, or enter a different amount.
Tax Loc	The tax location for the adjustment is displayed.
Class	Accept the displayed tax class, or enter a different tax class.
Sales Tax	The total sales tax is displayed.

When you approve your entries (**PgDn**), you are returned to the Totals Information screen.

Tables

Use the Tables function to set up and maintain the Sales Order tables.

Tables store information about the system, data, options, and default settings.

Many Sales Order tables have the same name as Accounts Receivable tables, but to use them in Sales Order, you must build them again.

The following tables are related to Sales Order:

- ARGLxxx
- ARPDxxx
- DFxxxx
- DUNxxx
- FINCHxxx
- FORMxxx
- LABEL
- QCxxxx
- QH1xxxx
- QH2xxxx
- QNxxxx
- QRxxxx
- QSxxxx
- QVxxxx

For more information about each of these tables, see their individual descriptions in this section.

For information about shareable, unshared, and terminal tables, see page 3-3.

Note

The OPTxxx (Options) tables store options and interfaces settings. Maintain the information stored in this table through Resource Manager functions, not through the table itself.

Tables Screen

Select **Tables** from the File Maintenance menu. A blank tables screen appears.

1. To add or change a table, enter the table ID (A8). To set up a company-specific table, enter the table ID plus the one- to three-character company ID. To set up a terminal-specific table, enter the table ID plus the four-character terminal ID. To delete the table, use the **Delete (F3)** command.

2. If you entered a new table ID, the Copy From field appears (A8). To copy a company- or terminal-specific table, enter the table ID plus the company ID and terminal ID.

A set of tables comes with the sample company, Builders Supply. You can copy the sample tables for a company and then change the appropriate fields. To copy a sample table, enter the table ID.

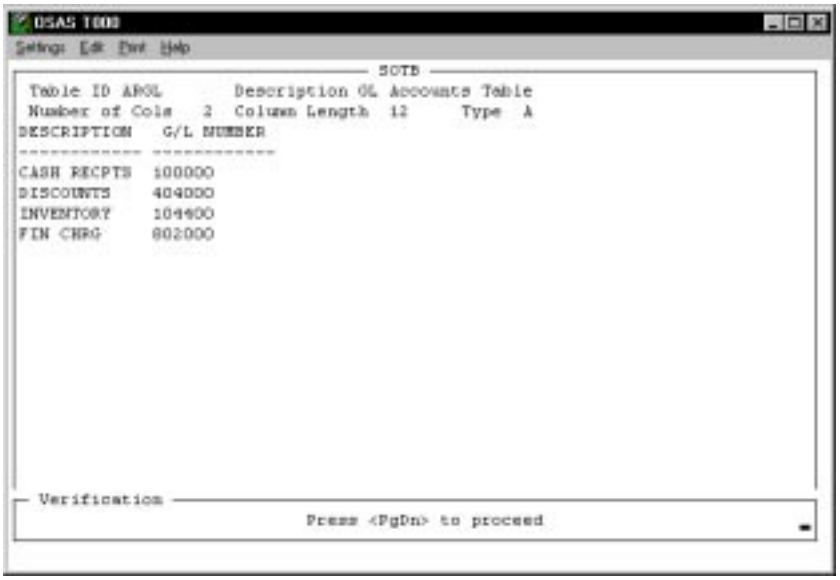
3. Accept the displayed description of the table, or enter a different description (A40).

   The number of columns, the length of the columns, and the type of characters you can enter—alphanumeric (A), numeric (N), or numeric with one to four decimal places—are displayed.

ARGLxxx Table

The ARGLxxx table stores the general ledger accounts that accounts receivable cash receipts, discounts, inventory, and finance charges are posted to in the GLJRxxx (Journal) file.

When you enter the table ID, the rest of the ARGLxxx table appears.



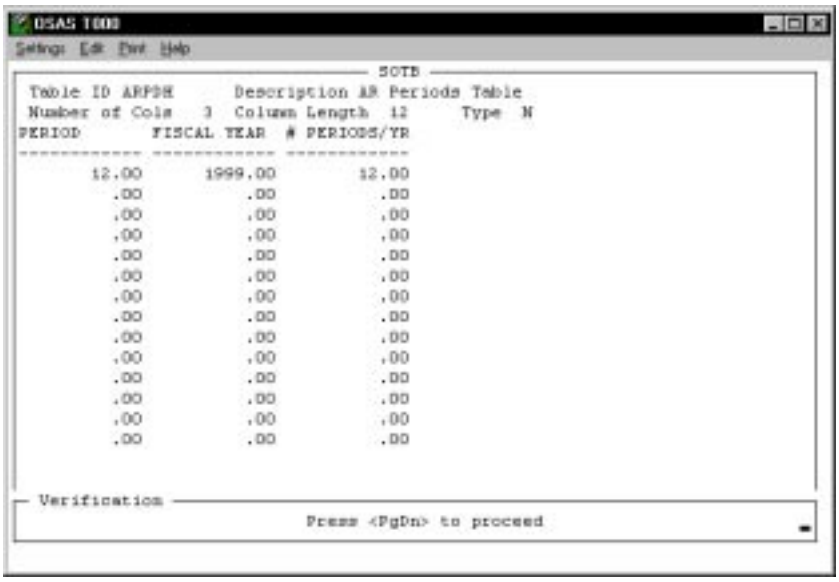
Field	Description
Description (A12)	Sales Order posts to four accounts: cash receipts, discounts, inventory, and finance charges. Accept each displayed account, or change the description of each account. The cash receipts account is used only if Sales Order is not interfaced with Bank Reconciliation and if the payment method record is missing. The inventory account is used for noninventory items and when Sales Order is not interfaced with Inventory.

Field	Description
GL Number (A12)	For each account description, accept the displayed general ledger account number, or enter a different account number. Do not delete lines or rearrange field names. The system looks for the defaults by their position in the table; it treats the account number on the first line as the cash receipts account number, the account number on the second line as the discounts account number, and so forth.

ARPDxxx Table

The ARPDxxx tables stores a company's current general ledger period, fiscal year, and number of periods per year for posting and periodic history.

When you enter the table ID, the rest of the ARPDxxx table appears.



Field	Description
Period (1.00-13.00)	Enter the number of the current period. The period is incremented when you do periodic maintenance.
Fiscal Year	Enter the current fiscal year. The fiscal year is incremented when you do year-end maintenance.
# Periods/Yr	Enter the number of accounting periods your company uses in a year.

DFxxxx Table

The DFxxxx table stores the default batch ID, distribution code, GL code, and cash receipt invoice number that appear when you enter transactions.

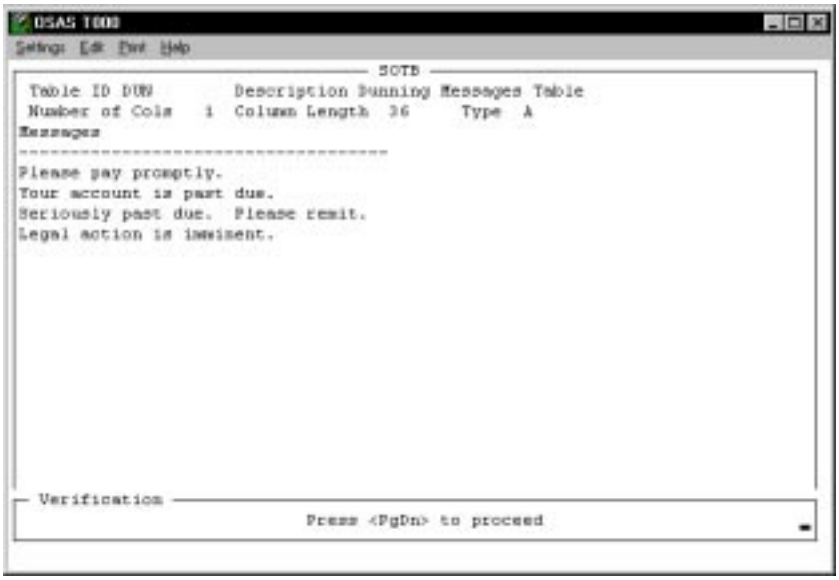
When you enter the table ID, the rest of the DFxxxx table appears.

Field	Description
Field (A12)	The fields you can enter defaults for are displayed. Accept the displayed fields, or change them. Do not delete lines or rearrange field names. The system looks for the defaults by their position in the table; it treats the number on the first line as the batch/department ID, the value on the second line as the distribution code, and so forth.
Default Value (A12)	For each field, enter the value that you want to appear when you enter invoices, miscellaneous credits, and cash receipts.

DUNxxx Table

The DUNxxx table stores dunning messages for statements in the Statements function (see the *Accounts Receivable User's Manual*). These messages appear at the bottom of a statement. You can change the message on that function screen or in the DUNxxx table.

When you enter a table ID, the rest of the DUNxxx table appears.

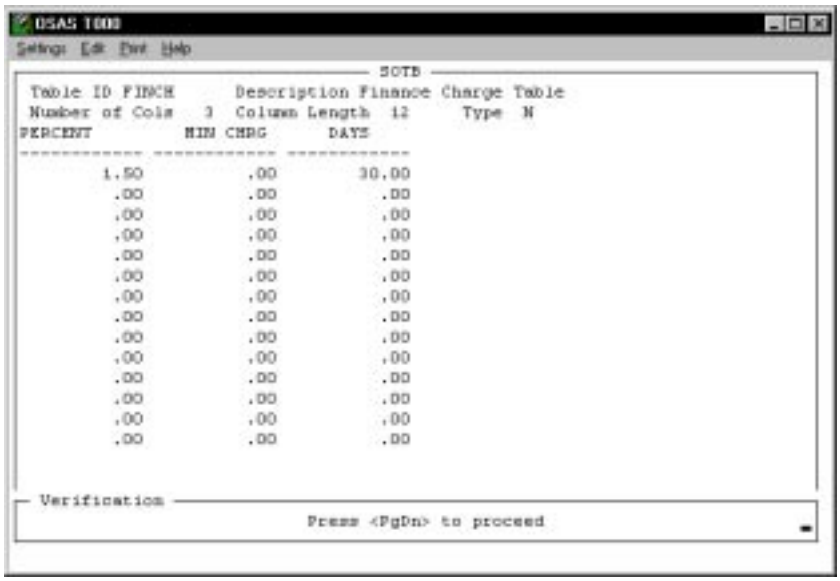


Field	Description
Messages (A36)	Enter the message for statements less than 30 days past due, from 31 to 60 days past due, from 61 to 90 days past due, and from 91 days or more past due, respectively. The system assigns the message on the first line to statements less than 30 days past due, the message on the second line to statements from 31 to 60 days past due, and so forth.

FINCHxxx Table

The FINCHxxx table stores the information the system needs to calculate and assess finance charges on overdue balances—the percentage charge, the minimum charge, and the number of days that must pass before a finance charge is assessed.

When you enter the table ID, the rest of the FINCHxxx table appears.



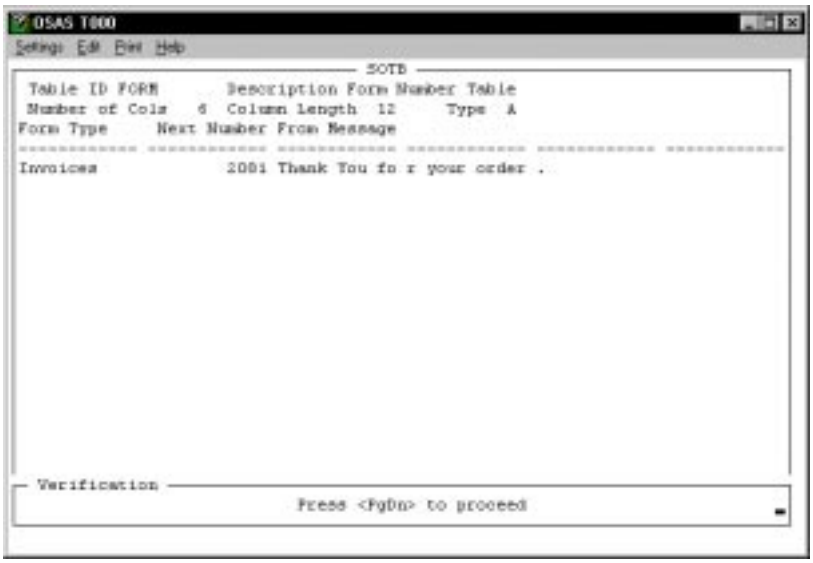
Field	Description
Percent (2.2)	Enter the percentage of the balance you charge if you do not receive payment by the date the invoice is due.
Min Chrg (2.2)	Enter the minimum charge you assess on overdue invoices, or press **Enter** to skip this field.
Days (0, 30, 60, 90, or 120)	Enter the number of days that can pass before unpaid invoices are assessed the finance charge you specified for this line of the table.

Field	Description
	The number of days should be a multiple of 30. If the number of days is less than 30, the system uses the statement date to calculate finance charges.
(Due Date/Invoice Date)	When you run Call Fin Chrg the first time, you must decide whether you want to calculate finance charges according to the invoice date or the due date. This information defaults into the FINCHxxx table.

FORMxxx Table

The FORMxxx table stores information about forms: the type of form, the number of the first form, and the message to appear on invoices.

When you enter the table ID, the rest of the FORMxxx table appears.


OSAS T000
Settings Edit Print Help
SOTB
Table ID FORM Description Form Number Table
Number of Cols 6 Column Length 12 Type A
Form Type Next Number From Message
Invoices 2001 Thank You fo r your order .
Verification
Press <PgDn> to proceed

Field	Description
Form Type (A12)	Enter the type of form whose information you want to adjust, or accept the displayed type.
Next Number (A12)	Enter the number to be assigned to the next form, or accept the displayed number.
Form Message (four columns of A12)	Enter the message to be assigned with this type of form, or accept the displayed message.

LABEL Table

The LABEL table stores the last shipping label ID that was used. This ID defaults to the Label ID field in the Shipping Labels function the next time you produce a shipping label.

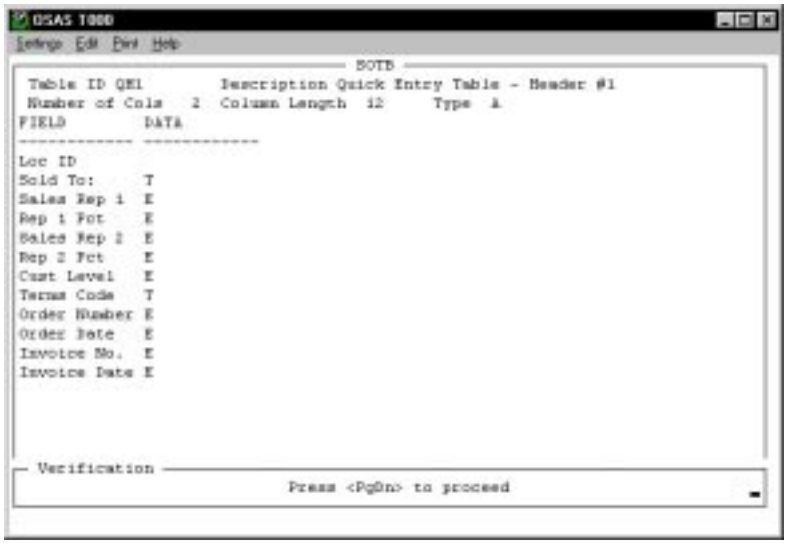
When you enter the table ID, the rest of the LABEL table appears.

Field	Description
Label ID	Enter the label ID you want, or accept the displayed ID.

QH1xxxx and QH2xxxx Tables

The QHxxxx tables store quick-entry stops used by the Transactions function when you enter header information. The QH1xxxx table stores quick-entry stops for invoice headers, and the QH2xxxx table stores quick-entry stops for miscellaneous credits headers.

When you enter the table ID, the rest of the table appears. A QH1xxxx table is shown below.



Field	Description
Field (A12)	The fields that appear on the header screen when you add or change transactions are displayed. Accept the displayed fields, or change them. Do not delete lines or rearrange the descriptions. The system looks for these fields by their position in the table; it applies the information on the first line to the Loc ID field, the information on the second line to the Sold To field, and so forth.

Field	Description
Data	If you want the cursor to stop at a field only when you press **Enter**, enter **E**. If you want the cursor to stop at a field when you press **Tab** or **Enter,** enter **T**. If you do not want the cursor to stop at a field, leave the field blank.

QCxxxx, QNxxxx, QRxxxx, QSxxxx, and QVxxxx Tables

The QCxxxx, QNxxxx, QRxxxx, QSxxxx, and QVxxxx tables have the same layout and serve the same purpose: to store quick-entry stops if the **Quick-Entry** (**Ctrl-F**) feature is activated.

The QCxxxx table stores the quick-entry stops used by the Change Order option in the Transactions function.

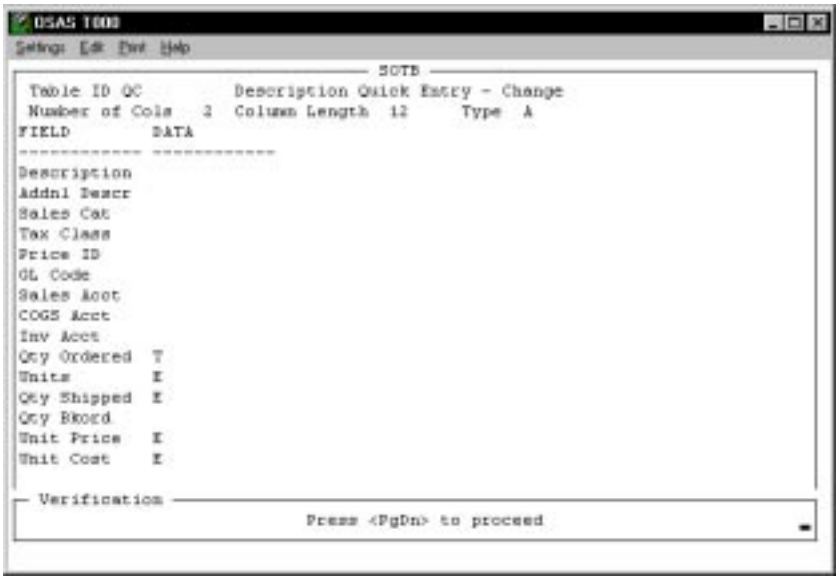
The QNxxxx table stores the quick-entry stops used by the New Order option.

The QRxxxx table stores the quick-entry stops used by the Miscellaneous Credits option.

The QSxxxx table stores the quick-entry stops used by the Shipped Order option.

The QVxxxx table stores the quick-entry stops used by the Verify Order option.

When you enter the table ID, the rest of the table appears. A QCxxxx table is shown below.



Field	Description
Field (A12)	The fields that appear on the line-item entry screen when you add or change line items are displayed. Accept the displayed fields, or change them. Do not delete lines or rearrange the field descriptions. The system looks for these fields by their position in the table; it applies the information on the first line to the description, the information on the second line to the additional description, and so forth.
Data	If you want the cursor to stop at a field only when you press **Enter**, enter **E**. If you want the cursor to stop at a field when you press **Tab** or **Enter**, enter **T**. If you do not want the cursor to stop at a field, leave the field blank.

Printing Tables

After you have set up or changed a table, use the **List** (**F8**) command to produce a copy of it. You can also use the Tables List function (ch. 8, sec. 3) to produce a list of all Sales Order tables.

Edit Sales Order Number

Use the Edit Sales Order Number function to change the number the system assigns to the next sales order. You can use this function only if you elected to have the system generate sales order numbers in the Resource Manager Options and Interfaces function.

Edit Sales Order Number Screen

Select **Edit Sales Order Number** from the File Maintenance menu. The function screen appears.

1. Enter the number you want the system to assign to the next sales order or return. The system starts with this number and increments by one.

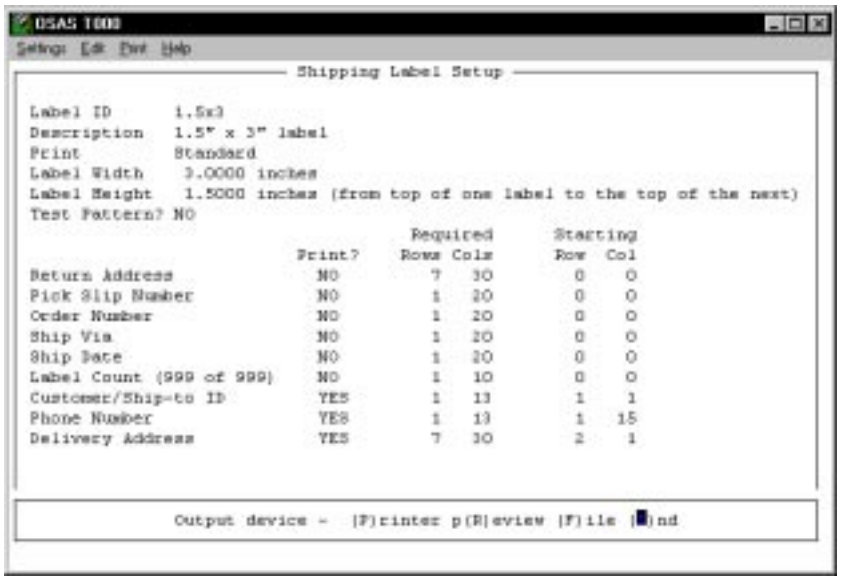
2. Save the number (**PgDn**) to exit to the File Maintenance menu.

Shipping Label Setup

Use the Shipping Label Setup function to format your shipping labels before you print them.

Shipping Label Setup Screen

Select **Shipping Label Setup** from the File Maintenance menu. The function screen appears.


OSAS T000
Settings Edit Font Help
Shipping Label Setup
Label ID 1.5x3
Description 1.5" x 3" label
Print Standard
Label Width 3.0000 inches
Label Height 1.5000 inches (from top of one label to the top of the next)
Test Pattern? NO
Print? Required Rows Cols Starting Row Col
Return Address NO 7 30 0 0
Pick Slip Number NO 1 20 0 0
Order Number NO 1 20 0 0
Ship Via NO 1 20 0 0
Ship Date NO 1 20 0 0
Label Count (999 of 999) NO 1 10 0 0
Customer/Ship-to ID YES 1 13 1 1
Phone Number YES 1 13 1 15
Delivery Address YES 7 30 2 1
Output device - |P|rinter p|R|eview |F|ile |E|nd

Field	Description
Label ID (A12)	Enter the label ID.
Description (A25)	Accept the displayed description, or enter a different description of the label.
Print	Enter **S** to print the labels in standard format. Enter **C** to print the labels in compressed format.

Field	Description
Label Width (N24)	Accept the displayed width, or enter a different width for the labels (no smaller than 3 inches and no greater than 8 inches).
Label Height	Accept the displayed height, or enter a different height for the labels (no smaller than 1.5 inches and no greater than 11 inches).
Test Pattern?	If you want to print a test pattern with the required and starting rows and columns at their current settings, enter Y and select an output device; if not, enter N and proceed with the rest of the fields.
Print?	Enter Y for each type of information you want to print on the labels. Enter N for each type of information you do not want to print on the labels.
Required Rows/Cols	For each type of information you elected to print on the labels, enter the number of rows and columns it requires.
Starting Row/Col	For each type of information you elected to print on the labels, enter the row and column where you want to begin printing it.

If you want to print a test pattern, enter **Y** in the Test Pattern field and select an output device; if not, use the **Proceed (PgDn)** command to save your entries and exit to the File Maintenance menu.

System Messages A

Messages on the screen or in a report indicate an error or tell you how to enter data or what is happening in the function you are using. Self-explanatory messages are not listed.

If you cannot find a system message in this appendix, try appendix A in the *Accounts Receivable User's Manual*.

xx data files exist. Do you want this task to erase them?

The directory where you are creating files already has files for the selected application and company. To continue with the conversion and erase the existing files, enter **Y**. To create only the missing files (if any), enter **N**. To cancel the operation, exit from the function.

***(filename)* does not exist. Cannot convert it.**

One of the files listed in \xxDATA is not in your old data directory. See **Destination file (*drive:/path/file name)* not found. No conversion.**

Basic Error = *nn* Host Error = *xxx* Line = *nnnn* Program = *xxxxxx*
Basic Error = *nn* Line = *nnnn* Program = *xxxxxx*

A serious error has occurred. Write down the information that is displayed and get help from a support technician.

Cannot delete last line of order.

An order must have at least one line item. You cannot delete the last line item, but you can delete the entire order.

Cannot print slips for returns.

The order number you entered is for a return. You cannot print picking slips for returns.

Credit card expired.

The customer's credit card number is expired. Press **Enter** to remove the message. You can continue entering the transaction if appropriate.

Customer does not accept partial shipments.

The Partial Shipment flag in the customer's record is set to N, indicating that the customer does not accept partial shipments. Press **Enter** to remove the message. You can still ship the items.

Customer ID (*ID*) is not on file.

The customer ID you entered is not in the ARCUxxx file. Enter a different ID.

Customer (*ID*) is on credit hold. Cannot print picking slip.

You cannot print a picking slip online or in a batch for a customer that is on credit hold.

Customer is on credit hold.

You cannot enter a shipped order or verify an order for a customer that is on credit hold.

Date must be greater than previous date entered.

You must enter the aging period dates in chronological order in the Cash Flow Report.

Delete entire transaction?

To delete the entire transaction, use the **Delete** (**F3**) command.

Delete entry number *n.*

To delete the line item, use the **Delete** (**F3**) command.

Destination file (*drive:/path/file name)* not found. No conversion.

The filename or path you specified does not exist.

Disk drive not ready.

The system cannot access one of the disk drives to find the file it is looking for. Usually the door of the disk drive is open; check it. If closing the door corrects the problem, press **Enter**; if not, consult your system administrator or hardware support specialist.

Drive not available.

The system does not have the disk drive ID you entered. Press **Enter** and enter a different ID. If this message appears when you enter the correct drive ID, get help from a support technician.

Entry in process on terminal *nnnn.*

Another user is entering or editing a transaction in the batch you are working with. You cannot process the batch while it is in use.

Field size is too large.

The amount of the line item makes one of the calculated amounts exceed the space provided for it. Check the amounts you entered in the fields. If they are correct, you must enter the transaction as two transactions to accommodate the total.

File unavailable *(XXXXXxxx).*

This message appears for one of three reasons:

- The function you are trying to access needs one or more files that are locked by another user on your system. When a file is locked, other users cannot access it during posts and other functions that need to keep the file intact.

- The function you are trying to access needs one or more files that are not on your system. Use the Options and Interfaces function on the Resource Manager Company Setup menu to verify that the correct interfaces have been selected. If that does not correct the problem, get help from a support technician.
- You are working with the wrong company. Return to the menu; then use the **Change Company** (**F3**) command to enter the ID you want.

In any case press **Enter** to get back to the menu, correct the problem, and select the function again.

GL account *(#)* is a memo account.

You cannot use a memo account as the sales, COGS, or inventory account for a line item.

GL account *(#)* is not in Master file.

The account number you entered is not in the GLMAxxx (Master) file. Enter the correct account number; the **Inquiry** (**F2**) command is available.

Invalid date - mm/dd/yyyy.
Invalid date - dd/mm/yyyy.

The date you entered is invalid, or the format you used is incorrect (for example, American format in a European-format system). This message is usually accompanied by one of two explanatory messages:

Month out of range (1 to 12)

or

Day out of range (1 to *nn*)

If you entered an invalid date, press **Enter** and enter a valid one. You can enter dates in either format: 010194 or 01011994.

Invalid entry.

The information is not valid in the field where you entered it. Check the data and enter it again. Consult the user's manual or use the **Help** (**F1**) command for information.

Invalid number of periods in ARPDxxx table.

The valid number of periods you can enter in the ARPDxxx table are 1, 4, 12, and 13.

Invalid Period Conversion table.

The CNVTxxx table for the company is invalid. A common reason is that you did not update the table with the corresponding data for the next period. Use the Period Setup function to make adjustments (see the *Resource Manager User's Manual*).

Invalid year.

The fiscal year you entered is invalid.

Item/Job *(#)* is not on file.

The item or job number you entered is not on file. Enter a different number; the **Inquiry** (**F2**) command is available.

Job *(#)* not found.
Job *(ID)* is not on file.

The job number you entered is not on file in the Job Cost JOBSxxx file. Check your records. Then enter a job number that the Job Cost system recognizes, or add the job number to Job Cost.

Mask format error use *(mask)*.

You entered data that does not fit the predefined format for the field. Enter the data again, using the predefined format.

Maximum number of lines is 998.
Maximum number of lines reached. Cannot insert.

You cannot insert a line item if the transaction already has 998 line items.

Must be *(within range)*.

You must enter a value within the range specified in this message.

Must be greater than 0.

You must enter an invoice number that is greater than zero when you print invoices.

Must build ARPDxxx table first.

You must build the table shown in this message before you can use the function.

Must enter *(1-n)*.

You must enter a value within the range specified in this message.

Must enter *(value)*.

You must enter the kind of value specified in this message.

Net due days cannot be less than discount days.

The net due days must be equal to or greater than the number of discount days.

New batch ID cannot equal old batch ID.

You must enter a unique ID for the new batch number when you use the Change Batches function (see the *Accounts Receivable User's Manual*).

No more open invoices for *(ID)*.

The customer does not have any more open invoices to scan.

No summary history for this period.

You selected a period whose summary history was either deleted or never kept.

Open Invoice file not empty.

You cannot use the Build Open Invoice File function for a company whose ARINxxx (Open Invoice) file has been initialized and contains open invoices. If you are using the wrong company, exit to the File Maintenance menu, change to the correct company (**F3**), and then try the function again.

Over maximum of 999 sequences for this date and reference ID.

You can enter a maximum of 999 comments for a particular date and reference ID.

Percentages cannot total more than 100.

The sum of the sales rep's percentages cannot exceed 100.

Press Enter to adjust payment amount and return to menu.

You cannot exit to the menu until the remaining amount is zero. Press **Enter** to adjust the payment amount and return to the menu, or use the up-arrow key to return to the scroll region.

Printer busy.

You are trying to use a printer that is in use. Press **Enter** to continue with your entry, and try to print later.

Record in use.

Another terminal is using the record you are trying to access. Exit from the function. Then try to access the record again when the other terminal is finished with it.

Sales history is not implemented.

You cannot print the Detail History Report if you elected not to keep detail sales history in the Resource Manager Options and Interfaces function.

Sales rep (ID) has current balance.

You cannot delete the record of a sales rep who has outstanding commissions.

Sales rep (ID) is not on file.

You entered the ID of a sales rep that is not set up in the ARSRxxx (Sales Rep) file. Enter a different ID; the **Inquiry** (**F2**) command is available.

Summary history not available for this period.

You cannot print the report for this period because it does not have any summary history. It might have been deleted from the ARHSxxx (Summary History) file, or you might have elected not to keep summary history in the Resource Manager Options and Interfaces function when this period was active.

Tax *(ID)* is not on file.

You entered a tax ID that is not in the RMGCxxx (Group Code) file. Enter a different ID; the **Inquiry** (**F2**) command is available.

There is no summary history for customer *(ID)* in *(fiscal year).*

You cannot print the report for this fiscal year because it does not have any summary history. It might have been deleted from the ARHSxxx (Summary History) file, or you might have elected not to keep summary history in the Resource Manager Options and Interfaces function during this year.

Thru value cannot be less than From value.
Thru value must be greater than From value.

The value you entered at Thru is smaller than the value you entered at From. Press **Enter**; then enter the correct value at Thru.

Transaction is not on file.
Transaction number not found.
Transaction number not on file.
Transaction *(#)* not found.

The transaction number you entered is not in the SOTHxxx (Transaction) file. Enter a different transaction number; the **Inquiry** (**F2**) command is available.

Transaction in process on terminal *(ID)*.

The terminal in this message is adding the transaction number. Assign a different number to the transaction.

Unable to execute program *(program)*.

The system cannot run the program you selected from the menu. Make sure that the displayed program is in the application's program directory, and select the function again.

Unable to load menu record *(menu)* from file *(file)*.

The application's menu record is not in the menu file, or the menu file is missing. Make sure that the application is properly installed and try again.

Unable to lock - file in use.

One of the function's files is locked because another workstation on the system is using it. Try the function again when no one else is using the file.

Unable to open file.
Unable to open - file in use.

The file you are trying to use is either corrupted or locked at another terminal on the system. Wait a few minutes and try again. If the condition continues, get help from a support technician.

Unable to print to device.

The system cannot access the output device you are trying to use. Make sure that the output device is online.

Valid entries are *(range).*
Valid units are: *n.*

Enter one of the valid selections shown in this message.

Warning: customer is on credit hold.

The customer is on credit hold. Press **Enter** to remove the message; then continue working with the customer ID or enter a different customer ID.

Warning: summary history not available for all comparisons.

Summary history is not available for all the comparisons in the report. In each column of the report where summary history is unavailable or insufficient, *.00* * is printed.

You must build ARPDxxx table before *(doing operation).*

You must build the ARPDxxx table for the company before you can use the Periodic Maintenance and Post Transactions functions. These functions rely on being able to sort by period.

Your hard disk is full - unable to finish copying.

The system cannot finish converting your files because your hard disk is full. Delete unnecessary files, optimize your hard disk, or take other measures to make space. Then restore the backup you made before converting the files, and try again.

Common Questions B

These commonly asked questions about the Sales Order system are divided into two categories: Installation and Order Processing.

Installation

I installed Sales Order and now neither Accounts Receivable nor Sales Order shows up on the menu. What happened?

When you install Sales Order, it is added to the Accounts Receivable system without erasing anything. Accounts Receivable is removed from the Main menu, but Sales Order does not appear on the Main menu until you create Sales Order files for the company.

When both Sales Order and Accounts Receivable are installed, which Tables file is used, SOTBxxx or ARTBxxx?

The SOTBxxx file is used. It holds all the tables you need for Accounts Receivable/Sales Order.

Order Processing

I usually ship orders the day I enter them. Do I have to go through the two-step process of entering and verifying them?

No. Use the Shipped Order option in the Transactions function so that you do not have to verify the orders.

The items that are backordered for an order do not show up in the Open Order Report. Why not?

Backorders are generated when you post to the ARINxxx (Open Invoice) file. They show up in the Open Order Report after you post transactions. They are assigned the original order number.

When I used the Miscellaneous Credits option to credit a customer's account for returned goods, I entered negative amounts so that the system would subtract the amounts from the customer's account. Now the customer's balance is double what it was before. What happened?

The Miscellaneous Credits option automatically reverses the earlier transaction, crediting instead of debiting. If you enter a negative amount for a return, you are adding the transaction to the customer's accounts. Since returning goods creates a credit, enter the amount as a positive amount.

What is the difference between the Verify Order and Change Order options in the Transactions function?

Use the Verify Order option to change the status of the order to *verified*. You cannot change the order status through the Change Order option.

How do I enter a miscellaneous credit in Sales Order?

Use the Miscellaneous Credits option in the Transactions function to enter a miscellaneous credit.

How do I indicate that the terms are C.O.D. on an order?

Type **COD** in the ship-to address portion of the invoice, or enter a line in the TERMSxxx table with zeros for the percentage, days, and net due days.

After copying recurring orders, I realized that one of the orders was incorrect. I used the Edit Recurring Orders option to change the order, but when I verified and invoiced it, it was still incorrect. What happened?

Use the Edit Recurring Orders option to change a recurring order before you copy it to the SOTDxxx and SOTHxxx (Open Order) files. The changes you make affect only the orders in the SORHxxx and SORLxxx (Recurring Order) files, not the SOTDxxx and SOTHxxx files.

When you copied the recurring order, a new order was created in the SOTDxxx and SOTHxxx files. To change incorrect orders that were copied, use the Change Order option in the Transactions function. The changes you make affect only the orders in the SOTDxxx and SOTHxxx files, not the SORHxxx and SORLxxx files.

How do I convert a price quote to a live order?

On the Orders or Change Orders screen in the Transactions function, press **L**. When you convert a quote to a live order (if Inventory is interfaced), the committed quantity for the inventory item is increased by the ordered quantity of the line items, and the order status changes from *quote* to *new.*

Glossary C

account. A storage unit of financial data in accounting, usually grouping related information under one account number or account ID.

accounting period. A period of time in accounting, used to provide distinct units of time you can work with. For example, you might want a report to include transactions done within a particular accounting period.

application. A software package made up of several related programs (functions) and files. Usually an application is named after a common accounting practice—for example, Accounts Receivable, Inventory, or Payroll.

available. The status of an item when it is ready for sale.

back up. To make a copy of data for archival purposes. For example, you would want to back up a history file before you purged history so that you could retrieve the data if you had to.

backorder. A part of an order that could not be filled with the original shipment.

committed. Goods that are set aside for customer orders and reserved for shipment.

company. In OSAS, a business record associated with its own files, tables, and menu of applications.

conversion. The process of updating existing files, programs, or applications to the current version. *See also* **installation**.

field. A region on the screen that accepts input from the user; also, one element of a record in a file. On the screen, most fields are labeled.

file. A collection of records stored under a particular name. Function screens often represent files, but you do not directly see a file. *See also* **table**.

function. A menu item that leads to a full screen. Most functions have a corresponding program. *See also* **program**.

general ledger. A record of accounts in terms of a chart of accounts and accounting periods. The General Ledger application tracks the effects on accounts from transactions entered in General Ledger and interfaced applications, and it is updated by other applications interfaced with it.

in use. The status of an item that has been sold but for which the invoice has not been posted.

installation. The process of adding an application to an existing system. *See also* **conversion**.

interface. To join to another application for the purpose of having information entered in one application update information in another application's files.

journal. A chronological record of transactions.

journal entries. Transactions recorded in a journal.

menu. A list of applications, functions, options, or other menus.

picking slip. A list of the contents of a shipment—detailed contents, weight, and other required information.

post. To transfer information from one place to another, usually at the end of the day or at a distinct break in business.

program. A self-contained list of executable code, written and implemented to do a task. Most programs are represented by a function on a menu. *See also* **function**.

purge. To remove from the system. *See also* **restore**.

record. A unit of information that has other pieces of information assigned to it. Each record is assigned an ID so that the file can sort information in terms of record IDs.

restore. To bring information back to its original place and condition. *See also* **purge**.

serialized inventory. A system in which individual inventory items have unique serial numbers and are tracked individually by the system.

table. A grid that holds records and is visible. *See also* **file**.

verify. To match an order against the actual stock on hand to make sure that all items can be shipped. Items that cannot be shipped are backordered.

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